CAMBRIDGE
SYSTEMATICS

Connecticut IFTA$_{CS}$™ Credential Web Application

Release 1.0

user

manual

prepared for

**State of Connecticut
CVISN/PRISM Steering Committee**

prepared by

Cambridge Systematics, Inc.

user manual

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1.0 System Overview

Motor carriers and service bureaus can access the IFTA$_{CS}$™ Credential Web Application through the State's CVO Credentialing System. Please refer to the *Connecticut CVO Credentialing System User Interface Manual* for information on that system as well as general information on the Connecticut CVISN/PRISM web applications.

The following transactions can be conducted on-line:

- Request a new IFTA license (new carriers only);

- Renew an existing IFTA license;

- Request additional IFTA decals; and

- Link to the New York Regional Processing Center (RPC) to file IFTA quarterly taxes.

■ 1.1 Screen Reference

Details regarding each page of the IFTA$_{CS}$ Web Application can be found in Appendix A. This information is drawn from the Connecticut CVISN/PRISM CI/CVIEW$_{CS}$™ Detailed (Physical) Design, which was finalized in November 2003.

2.0 Accessing the IFTA$_{CS}$ Credential Web Application

The IFTA$_{CS}$ Credential Web Application can be accessed by clicking the "Request IFTA Decals or Pay IFTA Taxes" link from the Main Menu of the CVO Credentialing System as illustrated in Figure 2.1. Only master account holders and subaccount holders authorized to perform IFTA transactions will see this link.

Figure 2.1   CVO Credentialing System Main Menu
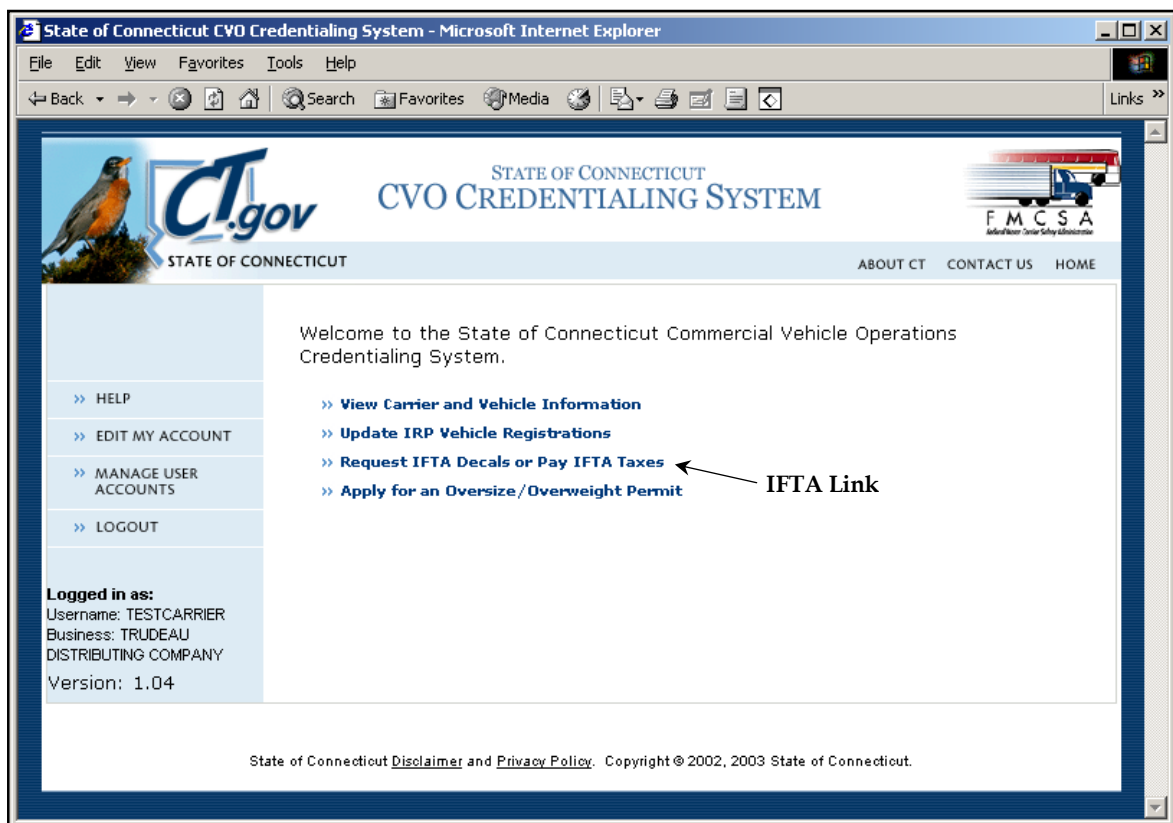
The IFTA menu will be created dynamically based on the carrier's IFTA information. New carriers and carriers that did not enter an IFTA account number during the CVO Credentialing System registration process will only see a link to request a new IFTA license. Carriers that entered an IFTA account number during the CVO Credentialing System registration process will see links to Renew license, Request additional decals, and File IFTA quarterly taxes.

■ 2.1 Service Bureaus

Service bureaus will see all four links on the IFTA menu and must select the appropriate link for the operation to be performed. Once the service bureau user selects the operation, the IFTA$_{CS}$ application will ask the user to identify the carrier for whom the operation will be performed. The Carrier Selection page, illustrated in Figure 2.2, will be displayed.

Figure 2.2   Carrier Selection Page

The service bureau user may select a carrier using the following identifier:

- IFTA ID;

- U.S. DOT Number;

- FEIN; and

- SSN.

Only one identifier may be selected at a time. The user should enter a single carrier identifier in the appropriate field and click the "Find Carrier" button. If a carrier is found in the Commercial Vehicle Information Exchange Window (CVIEW$_{CS}$) database, the carrier's name is displayed and the service bureau user is asked to confirm that this is the correct carrier by clicking the Select This Carrier button. If this is not the correct carrier, the service bureau user should click the Select Another Carrier button to find using a different identifier.

If the service bureau user selected "Apply for a License (New Carriers Only)" from the IFTA menu, then the option to find by IFTA ID is not available. Also, a New Carrier button will appear. The service bureau user can click the New Carrier button to skip the find operation and begin a license application for a new carrier.

Once the service bureau user finds and selects an existing carrier or chooses to begin a license application for a new carrier, then the processing of the IFTA$_{CS}$ application is identical to the process followed for a motor carrier user.

3.0 Applying for an IFTA License

A user applying for a new IFTA license should click the "Apply for a License (New Carriers Only)" link in the IFTA main page as shown in Figure 3.1. The first of four data entry pages for the IFTA license application will be displayed as shown in Figure 3.2. The form will be prepopulated with the company information from the user's CVO Credentialing System profile. The user should review the prepopulated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the IFTA$_{CS}$ application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 3.1   IFTA Main Menu Page
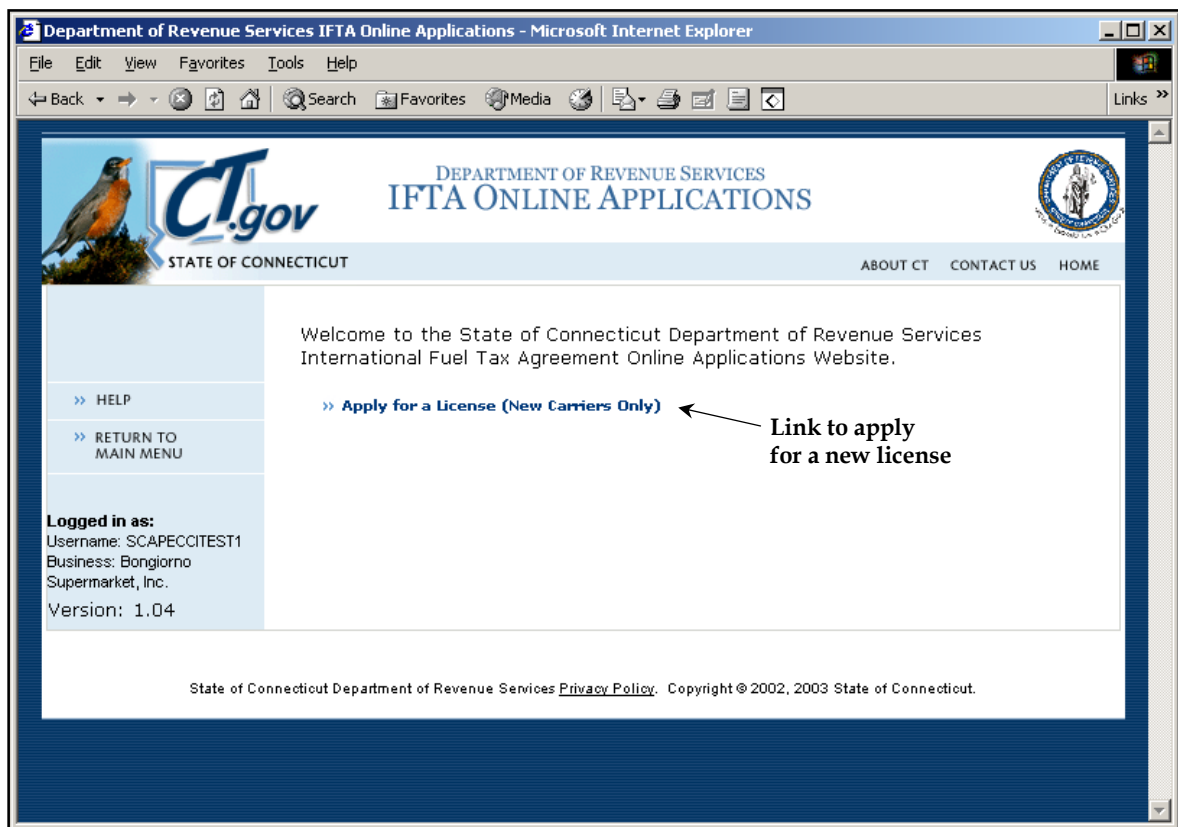
■ 3.1 Applying for an IFTA License – Page 1

If the user wishs to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the page there are two buttons:

- **Cancel –** discards the current application and returns the user to the IFTA menu; and
- **Continue to Page 2 –** continues the application process.

Figure 3.2   Page 1 of New License Application

■ 3.2 Applying for an IFTA License – Page 2

The user can enter his/her company's business information on the second page of the application as shown in Figure 3.3.

At the bottom of the page there are two buttons:

- **Cancel** – discards the current application and returns the user to the IFTA menu; and

- **Continue to Page 3** – continues the application process.

Figure 3.3   Page 2 of New License Application

■ 3.3 Applying for an IFTA License – Page 3

On the third page of the application shown in Figure 3.4, the user must enter owner information, including:

- Name;
- Social Security Number; and
- Address.

This page may display multiple owner sections, depending on the number of owners entered on the second application page. At least one owner will be required.

This page also may display lessor sections, if a non-zero number of lessors was entered on the second application page. The information required for a lessor is the same as that required for an owner.

At the bottom of the page there are two buttons:

- **Cancel** – discards the current application and returns the user to the IFTA menu; and
- **Continue to Page 4** – continues the application process.

Figure 3.4   Page 3 of New License Application

■ 3.4   Applying for an IFTA License – Page 4

On the fourth page of the application, as shown in Figure 3.5, the user must identify the jurisdiction(s) in which his/her company's vehicles will operate. The user should place a checkmark next to all the appropriate jurisdictions. The Connecticut jurisdiction must be selected along with at least one other jurisdiction in order to obtain an IFTA license from Connecticut.

At the bottom of the page there are two buttons:

- **Review Application** – displays the confirmation page; and
- **Cancel** – discards the current application and returns the user to the IFTA menu.

Figure 3.5   Page 4 of New License Application

■ 3.5 Applying for an IFTA License – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 3.6. If the information is correct, the user should click the "Confirm" button at the bottom of the screen. If the information is incorrect, the user should click the "Correct" button at the bottom of the screen. The user will be directed back to Page 1 and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the "Cancel" button at the bottom of the screen.

Figure 3.6   Confirmation Page for New License Application

■ 3.6 Applying for an IFTA License – Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her SSN or FEIN number. This value should be the same as the value entered or displayed on application page 1. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If the user wants to cancel the application he/she should click the "Cancel" button. Figure 3.7 illustrates the Purchase Page for a New IFTA License Application.

Figure 3.7 Purchase Page for New License Application

■ 3.7 Applying for an IFTA License – Receipt Page

After confirming the purchase, a user has the following options:

- **Print Receipt** – prints a copy of the receipt page for the user's records;

- **Print Voucher** – prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services along with a check to complete the transaction; and

- **Continue** – displays a message that notifies the user of the next steps in the process.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

After clicking the "Continue" button, a final page will be displayed informing the user that they should update their CVO Credentialing System profile with their IFTA account number when it is received. The user should click "Finish" to complete the application and return to the IFTA menu. Figure 3.8 illustrates the Receipt Page for a New IFTA License Application.

Figure 3.8   Receipt Page for New License Application

4.0 Renewing an IFTA License

To renew a license, a user should click the "Renew License" link as shown in Figure 4.1. This action will display the appropriate data entry form as illustrated in Figure 4.2. The form will be prepopulated with the company information from the user's CVO Credentialing System profile. The user should review the prepopulated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the IFTA$_{CS}$ application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 4.1   IFTA Main Menu Page
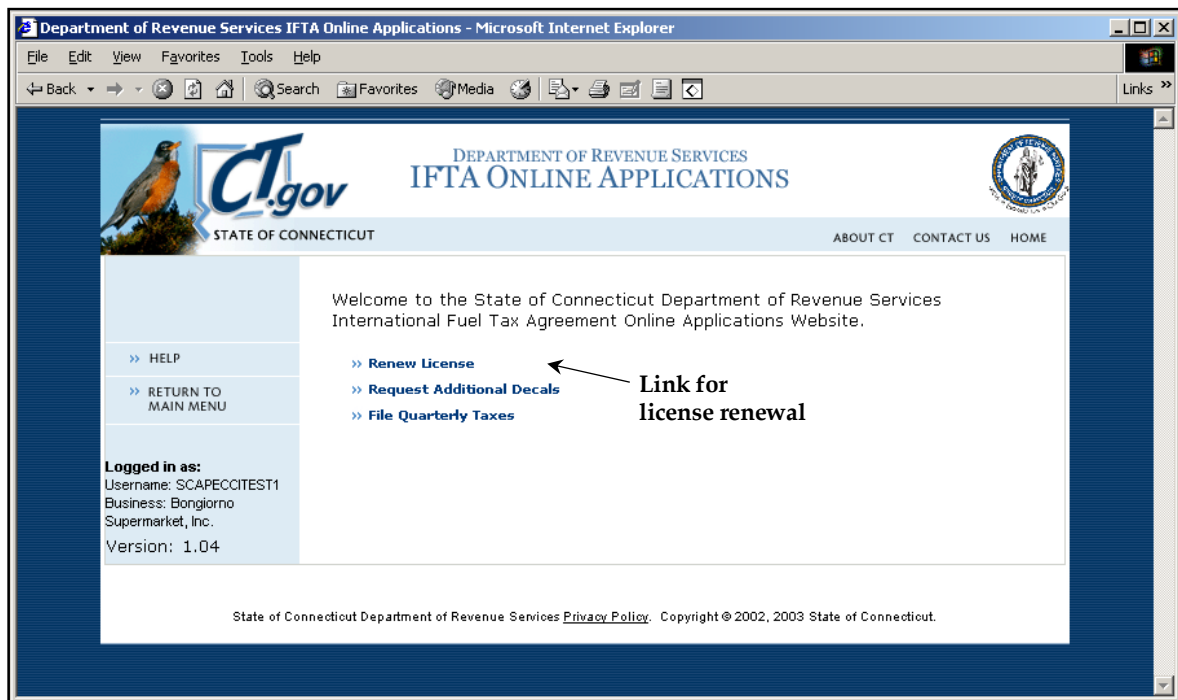
■ 4.1 IFTA License Renewal – Data Entry Page

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the screen there are two buttons:

- **Review Application** – displays the confirmation page; and
- **Cancel** – discards the application and returns the user to the IFTA menu.

Figure 4.2 illustrates the data entry form for license renewal.

Figure 4.2   Data Entry Form for IFTA License Renewal

■ 4.2 IFTA License Renewal – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 4.3. If the information is correct, the user should click the "Confirm" button at the bottom of the screen. If the information is incorrect, the user should click the "Correct" button at the bottom of the screen. The user will be directed back to the application and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the "Cancel" button at the bottom of the screen.

Figure 4.3   Confirmation Page for IFTA License Renewal

■ **4.3 IFTA License Renewal – Purchase Page**

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her SSN or FEIN number. This value should be the same as the value entered or displayed on the application. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If a user wants to cancel the application he/she should click the "Cancel" button. Figure 4.4 illustrates the Purchase Page for License Renewal

Figure 4.4   Purchase Page for IFTA License Renewal

■ 4.4 IFTA License Renewal – Receipt Page

After confirming the purchase, the user will have the following options:

- **Print Receipt** – prints a copy of the receipt page for the user's records;

- **Print Voucher** – prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services along with a check to complete the transaction; and

- **Finish** – returns a user to the IFTA menu.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

Figure 4.5 illustrates the Receipt Page for IFTA License Renewal.

Figure 4.5   Receipt Page for IFTA License Renewal

5.0 Requesting Additional IFTA Decals

To request additional decals, a user should click the "Request Additional Decals" link as shown in Figure 5.1. This action will display the appropriate data entry form as illustrated in Figure 17. The form will be prepopulated with the company information from the user's CVO Credentialing System profile. The user should review the prepopulated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the IFTA$_{CS}$ application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 5.1   IFTA Main Menu Page
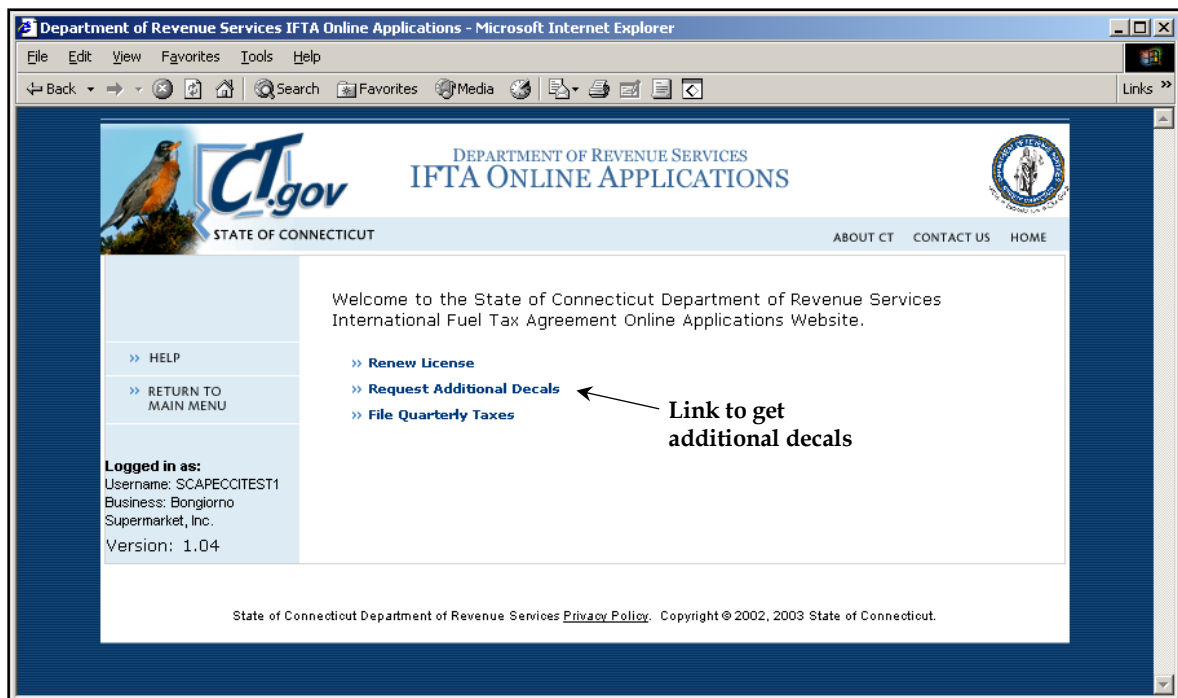
■ 5.1 Additional Decals – Data Entry Page

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the screen there are two buttons:

* **Review Application** – displays the confirmation page; and
* **Cancel** – discards the application and returns the user to the IFTA menu.

Figure 5.2 illustrates the data entry form to request additional decals.

Figure 5.2   Data Entry Page for Requesting Additional Decals

■ 5.2 Additional Decals – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 5.3. If the information is correct, the user should click the "Confirm" button at the bottom of the screen. If the information is incorrect, the user should click the "Correct" button at the bottom of the screen. The user will be directed back to the application and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the "Cancel" button at the bottom of the screen.

Figure 5.3   Confirmation Page for Additional Decals

■ 5.3 Additional Decals – Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her SSN or FEIN number. This value should be the same as the value entered or displayed on the application. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If a user wants to cancel the application he/she should click the "Cancel" button. Figure 5.4 illustrates the Purchase Page for Additional Decals.

Figure 5.4   Purchase Page for Additional Decals

■ 5.4 Additional Decals – Receipt Page

After confirming the purchase, the user will have the following options:

- **Print Receipt** – prints a copy of the receipt page for the user's records;

- **Print Voucher** – prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services, along with a check to complete the transaction; and

- **Continue** – returns the user to the IFTA menu.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

Figure 5.5 illustrates the Receipt Page for Additional Decals.

Figure 5.5   Receipt Page for Additional Decals

6.0 Filing IFTA Quarterly Taxes

Authorized users will be able to link to New York Regional Processing Center (RPC). The RPC system supports the filing of IFTA quarterly taxes.

The RPC may be accessed by clicking "File Quarterly Taxes" from the IFTA On-Line Applications Main Menu. Documentation regarding the IFTA quarterly tax filing process is available from the Connecticut Department of Revenue Services.

7.0 Administration

The IFTA$_{CS}$ Credential Web Application is deployed on shared WebSphere 4 servers in Connecticut. It is accessed through the CVO Credentialing System. There are two environments maintained on two separate servers.

1. The testing/training environment exists on a shared staging server. The uniform resource locator (URL) of the CVO Credentialing System on the shared staging server is https://vvv.cvisn.state.ct.us/ct.

2. The production environment exists on a shared production server. The URL on the production server is https://www.cvisn.state.ct.us/ct.

■ 7.1 Installation

CS is responsible for all development activities associated with the IFTA$_{CS}$ Credential Web Application. Development occurs at the CS' offices. Prior to installing the application in Connecticut, CS produces the deployment files, deploys the application on a development server and performs regression testing.

When CS is ready to deploy the application on the Connecticut staging server, the following deployment process is used:

- CS connects to the State VPN.

- CS opens an FTP connection to the shared WebSphere staging server at 159.247.3.167.

- CS uploads the ct-portal-ear.ear and ct-ifta-ear.ear files. EAR stands for Enterprise Archive, which contains a Java Enterprise application for WebSphere. Both the CVO Credentialing System, described in the *CVO Credentialing System User Interface Manual*, and the IFTA$_{CS}$ Credential Web Application are deployed simultaneously. These files are placed in E:\inetpub\cvisn.

- CS contacts the Connecticut Department of Information Technology (DOIT) at app.hosting@po.state.ct.us and requests that the applications be deployed using the script install_cvisn_apps.bat, which may be found in E:\WebSphere\AppServer\scripts.

- DOIT performs the deployment and informs CS when the deployment is complete.

- CS checks the deployment and performs installation testing.

When CS is ready to deploy the application on the Connecticut production server, CS contacts DOIT at app.hosting@po.state.ct.us and requests that the staging application be migrated to the production server. DOIT performs this migration at the next change control cycle and informs CS when the migration is complete. CS checks the deployment and performs installation testing.

■ 7.2 Configuration

The IFTA_{CS} Credential Web Application requires access to shared resources, including the three CVISN/PRISM databases and the State's SMTP server. Information regarding these resources is maintained within the WebSphere environment. There are five items that must be established as part of the IFTA_{CS} Credential Web Application configuration:

- Connection to the PORTAL_{CS} database;

- Connection to the IFTA database;

- Connection to the CVIEW_{CS} database;

- Connection to the State's SMTP server; and

- JVM system property used to distinguish between release, i.e., staging, and production environments.

These five items are identical to those established for the CVO Credentialing System and should be established only once for both applications. Each configuration item is described below.

For the PORTAL_{CS} database connection, create a new entry under Resources: JDBC Drivers: *driver*: Data Sources from within the WebSphere Administrator's Console. The actual name of the JDBC driver shown in italics is specific to the WebSphere environment. For the IFTA_{CS} Credential Web Application this value usually will be Oracle JDBC Driver. Set the parameters of the data source as shown in Table 7.1.

Under Properties… -> Driver-Specific Settings, create a new entry with Name = URL, Type = String and Value = jdbc:oracle:thin:@159.247.104.xx:1521:portal. For "xx," use 35 for the staging server and 34 for the production server.

For the IFTA database connection, create a new entry under Resources: JDBC Drivers: *driver*: Data Sources from within the WebSphere Administrator's Console. Set the parameters of the data source as shown in Table 7.2.

Table 7.1   PORTAL$_{CS}$ Data Source Parameters

Parameter	Value
Name	portalDataSource
JNDI Name	jdbc/portalDataSource
Description	Oracle Data Source for PORTAL$_{CS}$ Database
Database Name	portal
Default User ID	portal
Default Password	portalpwd
Minimum Pool Size	0
Maximum Pool Size	10
Connection Timeout	30
Idle Timeout	295
Orphan Timeout	295
Statement Cache Size	100
Disable Auto Connection Cleanup	Unchecked

Table 7.2   IFTA Data Source Parameters

Parameter	Value
Name	iftaDataSource
JNDI Name	jdbc/iftaDataSource
Description	Oracle Data Source for IFTA Database
Database Name	ifta
Default User ID	ifta
Default Password	iftapwd
Minimum Pool Size	0
Maximum Pool Size	10
Connection Timeout	30
Idle Timeout	295
Orphan Timeout	295
Statement Cache Size	100
Disable Auto Connection Cleanup	Unchecked

Under Properties… -> Driver-Specific Settings, create a new entry with Name = URL, Type = String and Value = jdbc:oracle:thin:@159.247.104.xx:1521:ifta. For "xx," use 35 for the staging server and 34 for the production server.

For the CVIEW$_{CS}$ database connection, create a new entry under Resources: JDBC Drivers: *driver*: Data Sources from within the WebSphere Administrator's Console. Set the parameters of the data source as shown in Table 7.3.

Table 7.3   CVIEW$_{CS}$ Source Parameters

Parameter	Value
Name	cviewDataSource
JNDI Name	jdbc/cviewDataSource
Description	Oracle Data Source for CVIEW$_{CS}$ Database
Database Name	cview
Default User ID	cview
Default Password	cviewpwd
Minimum Pool Size	0
Maximum Pool Size	10
Connection Timeout	30
Idle Timeout	295
Orphan Timeout	295
Statement Cache Size	100
Disable Auto Connection Cleanup	Unchecked

Under Properties… -> Driver-Specific Settings, create a new entry with Name = URL, Type = String and Value = jdbc:oracle:thin:@159.247.104.xx:1521:cview. For "xx," use 35 for the staging server and 34 for the production server.

For the SMTP server connection, create a new entry under Resources: Mail Providers: Default Mail Provider: Mail Sessions from within the WebSphere Administrator's Console. Set the parameters of the mail session as shown in Table 7.4.

Table 7.4   SMTP Parameters

Parameter	Value
Name	mail/portalMailSession
JNDI Name	mail/portalMailSession
Description	Connection to State SMTP Server
Mail From	93992@po.state.ct.us
Mail Transport Host	po.state.ct.us
Mail Transport Protocol	smtp

The CVO Credentialing System must have a way to determine if it is running within the staging or production environment. This is accomplished through a system property. Create a new entry under Properties: JVM Settings: System Properties from within the WebSphere Administrator's Console. Set the parameters of the system property as shown in Table 7.5.

Table 7.5   JVM System Property

Parameter	Value
Name	deployment.CTCVISN
Value	release (for staging server) or production (for production server)

All parameter values are case-sensitive.

■ 7.3 Troubleshooting

The IFTA$_{CS}$ Credential Web Application shares two log files with the CVO Credential System. These files are:

- CVISN_APP_stdout.txt – contains messages generated by the CVO Credentialing System and the IFTA$_{CS}$ Credential Web Application.

- CVISN_APP_stderr.txt – contains messages generated by the WebSphere environment.

These files are created on the shared Connecticut WebSphere servers in the directory E:\WebSphere\AppServer\logs. New information is appended to the end of these files. Old information should be purged once every six to 12 months, depending on the number of users and transactions processed.

These logs should be reviewed on a periodic basis and in response to specific problems reported by users. CS presently has access to the files on the shared WebSphere staging server. CS will request these files from DOIT for the shared WebSphere production server.

Appendix A

IFTA$_{CS}$ Credential Web Application

IFTA$_{CS}$ Credential Web Application

This section describes the physical design of the IFTA$_{CS}$ credential web application.

◼ A.1 Overview

The IFTA$_{CS}$ credential web application will enable the Connecticut Department of Revenue Services to allow users to electronically submit applications for new licenses, renew existing licenses, or purchase additional decals. This application also will provide a mechanism for transferring a user to the New York Regional Processing Center's IFTA quarterly tax filing web application.

The web application will provide the following functionality:

- Electronic submission of credential applications;

    - New carrier resulting in a license and associated decals;

    - Annual renewal of a license and associated decals; and

    - Supplemental transactions for additional decals for new vehicles added to a carrier's fleet.

- Link to the New York Regional Processing Center (RPC) for the filing of IFTA quarterly tax returns.

Figure A.1 illustrates the structure of the IFTA$_{CS}$ web application.

Figure A.1   Structure of IFTA_{cs} Web Application
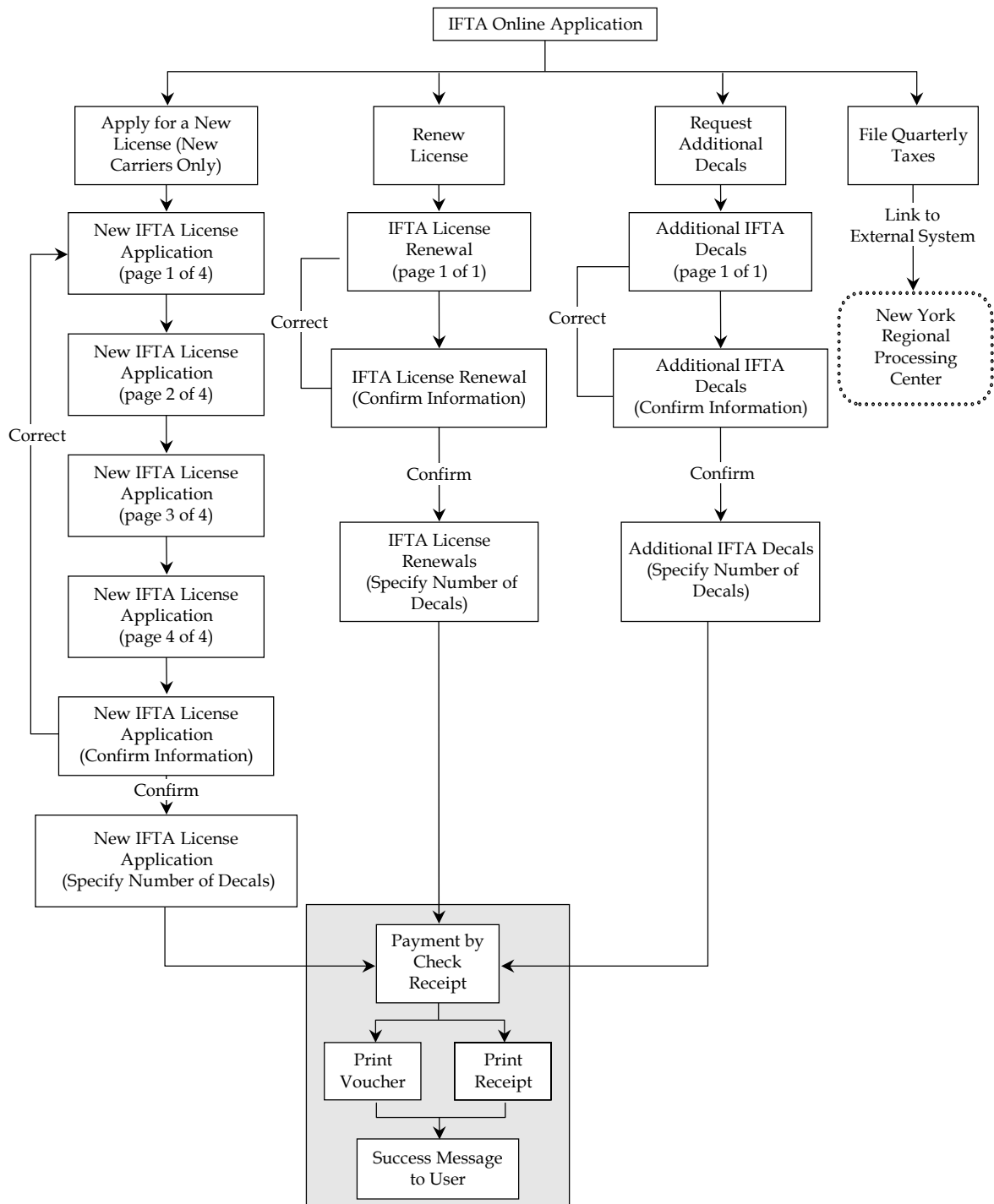
■ A.2 Process Flow

A.2.1 Link from PORTAL_{CS}

The IFTA_{CS} credential web application is accessed via a hyperlink selected from the PORTAL_{CS} Main Menu.

The application is available when the Access IFTA or Access RPC flags are set to Y for the current user in the PORTAL_{CS} database of users. Also, if the current user is a carrier, as opposed to a service bureau, the carrier's IFTA status as stored in the CVIEW_{CS} database must be active for this hyperlink to be available. In order to check the carrier's IFTA status, the profile for the current user in the PORTAL_{CS} database must include the carrier's IFTA account number. If this number is not available, the carrier's IFTA status cannot be checked and the carrier will be restricted to submitting only a new application.

Self-submitting forms will be used to transfer both control and data to the IFTA_{CS} web application. This process will take the current user's data from the PORTAL_{CS} database of users and encode it as a structured text string. The information will be placed into a hidden field on a dynamically generated HTML page. The field name for this will be "baton." The following elements will be transferred as part of the hand-off of control from PORTAL_{CS} to the IFTA_{CS} Web Application:

- username;
- timeout (in seconds); and
- loginSequence.

The HTML page also will include the URL of a page within the receiving IFTA_{CS} application. Once the HTML page has been created, PORTAL_{CS} will open this page. This will immediately and silently redirect the user to the specific URL in the IFTA_{CS} application. The IFTA_{CS} application will extract and parse the data in the hidden field.

A.2.2 Internal Process Flow

When the user clicks on the "Request IFTA Decals or Pay IFTA Taxes" hyperlink from the PORTAL_{CS} Main Menu, the user is transferred to the IFTA_{CS} credential web application. The first page displayed is the IFTA Main Menu.

Main Menu Page

This page greets the user and includes a number of hyperlinks:

- Hyperlinks that transfer control to Data Entry Pages associated with the credentialing operations;

- Help hyperlink that provides instructions for completing the credentialing operations; and

- CVO Credentialing System hyperlink that returns the user to the PORTAL$_{CS}$ Main Menu.

Up to four credentialing hyperlinks are presented on the menu page:

1. **Apply for a License –** This option is available only for carriers without an existing IFTA account number (i.e., "new carriers"). The carrier (or a service bureau operating on behalf of the carrier) will complete an electronic form equivalent to the CT-IFTA-2 form.

2. **Renew License –** This option is available only for carriers with an existing IFTA account number and an active IFTA account (status). The status will be checked against the State's CVIEW$_{CS}$ database. The carrier (or service bureau) will complete a form equivalent to the CT-IFTA-1 form.

3. **Request Additional Decals –** This option is available only for carriers with an existing IFTA account number and an active IFTA account (status). The status will be checked against the State's CVIEW$_{CS}$ database. The carrier (or service bureau) will complete a form equivalent to the CT-IFTA-10 form.

4. **File Quarterly Taxes –** This option is available only for carriers with an existing IFTA account number and an active IFTA account (status). The status will be checked against the State's CVIEW$_{CS}$ database. The carrier (or service bureau) will be transferred to the RPC to complete the IFTA quarterly tax form.

A carrier that chooses to use a service bureau for IFTA operations need not register for their own account with PORTAL$_{CS}$. All operations are performed using the service bureau's PORTAL$_{CS}$ account.

If the current user is a carrier, the first three options will be available if the Access IFTA flag in the user's PORTAL$_{CS}$ profile is Y. In addition, if the user's profile contains a valid IFTA account number, then the Apply for a License option will be hidden while the Renew License and Request Additional Decals options are displayed. If the user's profile does not contain a valid IFTA account number, then the Apply for a License option will be displayed while the Renew License and Request Additional Decals options are hidden. The File Quarterly Taxes option will be available if the Access RPC flag in the user's PORTAL$_{CS}$ profile is Y and the profile contains a valid IFTA account number.

If the current user is a service bureau, then the first three options will be available if the Access IFTA flag in the user's PORTAL_{CS} profile is Y. The File Quarterly Taxes option will be available if the Access RPC flag is Y.

IFTA operations, including the filing of quarterly taxes, are performed for a specific carrier. As such, when a service bureau user selects any option, the first step is to identify the specific carrier. The service bureau will be prompted to identify the carrier using one of the following values:

- IFTA ID (i.e., Account) Number (this retrieval option will not be used for initial licenses);

- U.S. DOT Number;

- FEIN; or

- SSN.

For renewals, additional decals, and tax filings, the key value supplied by the service bureau user must identify only one carrier. The carrier must be located in the CVIEW_{CS} main repository, a valid tax registration number must be associated with the IFTA account, and the status of the IFTA account must be Active. For the initial license option, the retrieval may or may not find a carrier. If a carrier is found, they must not already have an associated IFTA account.

In addition to the application and tax options described above, two additional hyperlinks appear in the side bar:

- **Help –** Opens a window that displays IFTA on-line applications help; and

- **CVO Credentialing System –** Closes the IFTA application session and returns the user to the PORTAL_{CS} Main Menu.

Data Entry and Subsequent Pages

Selection of the "Apply for a License," "Renew License," or "Request Additional Decals" hyperlink transfers control to Data Entry Pages. One or more Data Entry Pages allow the user to enter all the information associated with the credential they are requesting. These application forms are equivalent to existing Department of Revenue Services' forms for the credential. Each data page identifies the credential and indicates the general function of page buttons. The user is referred to the Help function for additional instructions.

The Data Entry Pages include:

- Continue button, which will run screen validations and internals calculations. If errors are detected, the current page is redisplayed with the errors identified in a highlighted box. Errors must be corrected before the user may proceed to the next Data Entry Page (by clicking the Continue button after correcting any errors). If no errors are

detected, control will be transferred to the next Data Entry Page. This action is available only on Pages 1 to 3 of the initial license option.

- Review Application button, which will run screen validations and internal calculations. If errors are detected, the current page is redisplayed with the errors identified in a highlighted box. Errors must be corrected before the user may proceed to the Confirmation Page (by clicking the Review Application button after correcting any errors). If no errors are detected, control will be transferred to the Confirmation Page. This action is available on Page 1 of the license renewal and additional decals options, and on Page 4 of the initial license option.

- Cancel button, which will transfer control to the IFTA Main Menu Page. This action cancels the credentialing operation and discards any information that has been entered by the user. It is available on any Data Entry Page.

- Help hyperlink, which will display detailed instructions for completing the on-line credential applications in a separate browser window. This operation is available on any page within the web application.

- CVO Credentialing System hyperlink, which will transfer control to the PORTAL$_{CS}$ Main Menu. The web application will transfer to the Portal the user information it originally received from the Portal. The Portal will use this information to reestablish the user's session without requiring the user to login again. This operation is available on any page within the web application.

The Carrier Selection Page allows the service bureau user to identify a carrier for a credential. This page is opened, *in lieu of the Data Entry Page associated with that credential,* when the service bureau user selects a credentialing hyperlink. (This page also is displayed after a service bureau user clicks on the hyperlink to file IFTA taxes. Only after a carrier is selected is the service bureau directed to the RPC web application.)

The page requires the service bureau to enter a Carrier's IFTA ID, U.S. DOT, FEIN, or SSN.

The page includes:

- New Carrier button, which will transfer control to the first Data Entry Page associated with a new IFTA license. This action allows the service bureau user to "create" a new carrier in the CVIEW$_{CS}$ main repository. It is available when the credentialing operation selected is an initial license.

- Find Carrier button, which will run a search for the carrier in CVIEW$_{CS}$ based on the value(s) entered by the service bureau. If errors are detected, the Carrier Selection Page is redisplayed with the errors identified in a highlighted box. Errors may include the carrier is not found, the carrier already has an IFTA ID, or no query parameter was entered. Errors must be corrected before the user may proceed to the Confirm Carrier Selection Page (by clicking the Find Carrier button after correcting any errors). If no

errors are detected, control will be transferred to the Confirm Carrier Selection Page which will display the result of the search.

- Cancel button, which will transfer control to the IFTA Main Menu Page. This action cancels the credentialing operation and discards any information that has been entered by the user.

- Help hyperlink, which will display detailed instructions for completing the on-line credential applications in a separate browser window. This operation is available on any page within the web application.

- CVO Credentialing System hyperlink, which will transfer control to the PORTAL$_{CS}$ Main Menu. The web application will transfer to the Portal the user information it originally received from the Portal. The Portal will use this information to reestablish the user's session without requiring the user to login again. This operation is available on any page within the web application.

The Confirm Carrier Selection Page displays the result of the carrier search. If the carrier is found and certain other parameters are met (described under Main Menu Page in Section A.2.2 above), the service bureau user will be allowed to select the carrier for the operation. Once the selection is performed, the user is presented with the Data Entry Page to enter credential information.

The page includes:

- Select This Carrier button, which will insert default values (in the application form) and transfer control to the first Data Entry Page for the credential.

- Select Another Carrier button, which will transfer control back to the Carrier Selection Page.

- Cancel button, which will transfer control to the IFTA Main Menu Page. This action cancels the credentialing operation and discards any information that has been entered by the user.

The Confirmation Page displays the information entered by the user in a non-editable format. It allows the user to correct information previously entered on the Data Entry Page(s) in advance of purchasing the credential.

The page includes:

- Confirm button, which will transfer control to the Purchase Page. By clicking this button, the user confirms that the data they have entered is correct.

- Correct button, which will return the user to the first Data Entry Page with all application information redisplayed for editing. Once the user has proceeded through all the data pages for the credential, and clicks the Review Application button, control is transferred back to the Confirmation Page.

- Cancel button, which will transfer control to the IFTA Main Menu Page. This action cancels the credentialing operation and discards any information that has been entered by the user.

- Help hyperlink, which will display detailed instructions for completing the on-line credential applications in a separate browser window. This operation is available on any page within the web application.

- CVO Credentialing System hyperlink, which will transfer control to the PORTAL$_{CS}$ Main Menu. The web application will transfer to the Portal the user information it originally received from the Portal. The Portal will use this information to reestablish the user's session without requiring the user to login again. This operation is available on any page within the web application.

The Purchase Page allows the user to specify the number of decals for purchase, "sign" the application, and select a payment method. The page requires the user to enter the number of qualified vehicles to be registered (i.e., number of decals for purchase). The cost per decal is shown, and the total cost will be calculated based on the number of vehicles. The user must enter their FEIN or SSN in lieu of a signature, and select the payment method. Note that for Release 1, the only available payment method will be "Pay via Check."

The page includes:

- Purchase button, which will create and write a transaction to the TRANSACTION table in the IFTA$_{CS}$ credential web application database. This action transfers control to the Receipt Page.

- Cancel button, which will transfer control to the IFTA Main Menu Page. This action cancels the credentialing operation and discards any information that has been entered by the user.

- Help hyperlink, which will display detailed instructions for completing the on-line credential applications in a separate browser window. This operation is available on any page within the web application.

- CVO Credentialing System hyperlink, which will transfer control to the PORTAL$_{CS}$ Main Menu. The web application will transfer to the Portal the user information it originally received from the Portal. The Portal will use this information to reestablish the user's session without requiring the user to login again. This operation is available on any page within the web application.

The Receipt Page allows the user to print a payment voucher that must be sent in with a check in payment of the credential. The page instructs the user to print the voucher to send in with payment. It also displays a transaction ID, application type, application year, number of decals, and the total amount due, along with various company and address information.

The page includes:

- Print Voucher button, which will produce a manual payment voucher file that will be opened by the web application in a separate browser window. This action sets the payment status of the existing TRANSACTION record to Y.

- Continue button, which will transfer control to the IFTA Main Menu Page.

- Help hyperlink, which will display detailed instructions for completing the on-line credential applications in a separate browser window. This operation is available on any page within the web application.

- CVO Credentialing System hyperlink, which will transfer control to the PORTAL_{CS} Main Menu. The web application will transfer to the Portal the user information it originally received from the Portal. The Portal will use this information to reestablish the user's session without requiring the user to login again. This operation is available on any page within the web application.

The Help Page provides instructions for completing the credential applications. It may be opened from any page within the IFTA_{CS} credential web application. This page is displayed in a separate browser window.

A.2.3 Return to PORTAL_{CS}

When a user completes operations within the IFTA_{CS} credential web application, the application will provide a mechanism for returning control to PORTAL_{CS}. This mechanism will be the same self-submitting forms process described in Section A.2.1.

Because the user's PORTAL_{CS} session may have timed out while the user was working within the credential web application, the application will transfer data as part of the return process. The Portal will use this information to reestablish the session without requiring the user to login again. The application will transfer back the same information to the Portal that was originally received from the Portal. The URL to which the web application will transfer control will be included as one of the values originally sent to the web application.

■ A.3   Page Design

A.3.1   List of Pages

- **Main Menu Page –** This is the first page displayed when the user accesses the IFTA_{CS} credential web application. It displays initial options for selection by the user.

- **Data Entry Pages –** These pages are displayed when the user selects a credentialing operation from the Main Menu Page. This is where the user enters the information required to obtain a given credential. The number of Data Entry Pages needed for that credential depends on the length of the corresponding form.

- **Carrier Selection Page –** This page is displayed when the service bureau user selects a credentialing operation from the Main Menu Page. Here, the service bureau enters information necessary to identify a carrier for the operation. The user is transferred to the Data Entry Page of the selected credentialing operation after successfully completing the Confirm Carrier Selection Page.

- **Confirmation Page –** This page is displayed after the user has completed the Data Entry Pages. It shows all information entered by the user, including default values provided by the application. The user has the opportunity at this time to make changes to the information on the Data Entry Pages before proceeding to purchase the credential.

- **Purchase Page –** This page is displayed after the user has completed the Confirmation Page. This is where the user indicates the number of decals for purchase. The user also provides their FEIN/SSN in lieu of a signature, and selects a payment option.

- **Receipt Page –** This page is displayed for the user who has elected to pay by check on the Purchase Page. It provides a transaction ID number and shows transaction and user ID information. The user is required to print a voucher from this page for mail-in with the credential payment.

- **Help Page –** This page is available from multiple locations within the IFTA_{CS} credential web application. It displays full instructions for completing the credentialing applications in a separate browser window.

A.3.2   Page Details

Main Menu Page

From the PORTAL_{CS} Main Menu, the user may select the hyperlink to "Request IFTA Decals or Pay IFTA Taxes." Clicking on this hyperlink transfers control to the IFTA_{CS} credential web application. This transfer includes current user data.

The first page that is displayed is the IFTA Main Menu Page that welcomes the user to the State of Connecticut Department of Revenue Services IFTA On-line Applications Web site, and presents a list of operations. The operations are adjusted dynamically based on the flags associated with users stored in the PORTAL$_{CS}$ profiles. These flags indicate whether the user is a carrier or a service bureau, and if there is an IFTA account number available for the carrier. Figures A.2 illustrates the IFTA Main Menu for a carrier without an IFTA account number. Figure A.3 illustrates the IFTA Main Menu for a carrier with an IFTA account number.

The IFTA Main Menu Page provides up to six user options:

- Apply for a License;

- Renew License;

- Request Additional Decals;

- File Quarterly Taxes;

- Help; and

- Return to Main Menu.

Prior to accessing this page, the user must have successfully logged in to PORTAL$_{CS}$. Also, the user must have the necessary privileges to access the IFTA$_{CS}$ credential web application. Without this privilege, the link to this application will not appear on the PORTAL$_{CS}$ Main Menu. Section A.2.1 provides more detail on accessibility.

Figure A.2 IFTA Main Menu for a Carrier without an IFTA Account Number

Figure A.3   IFTA Main Menu for a Carrier with an IFTA Account Number
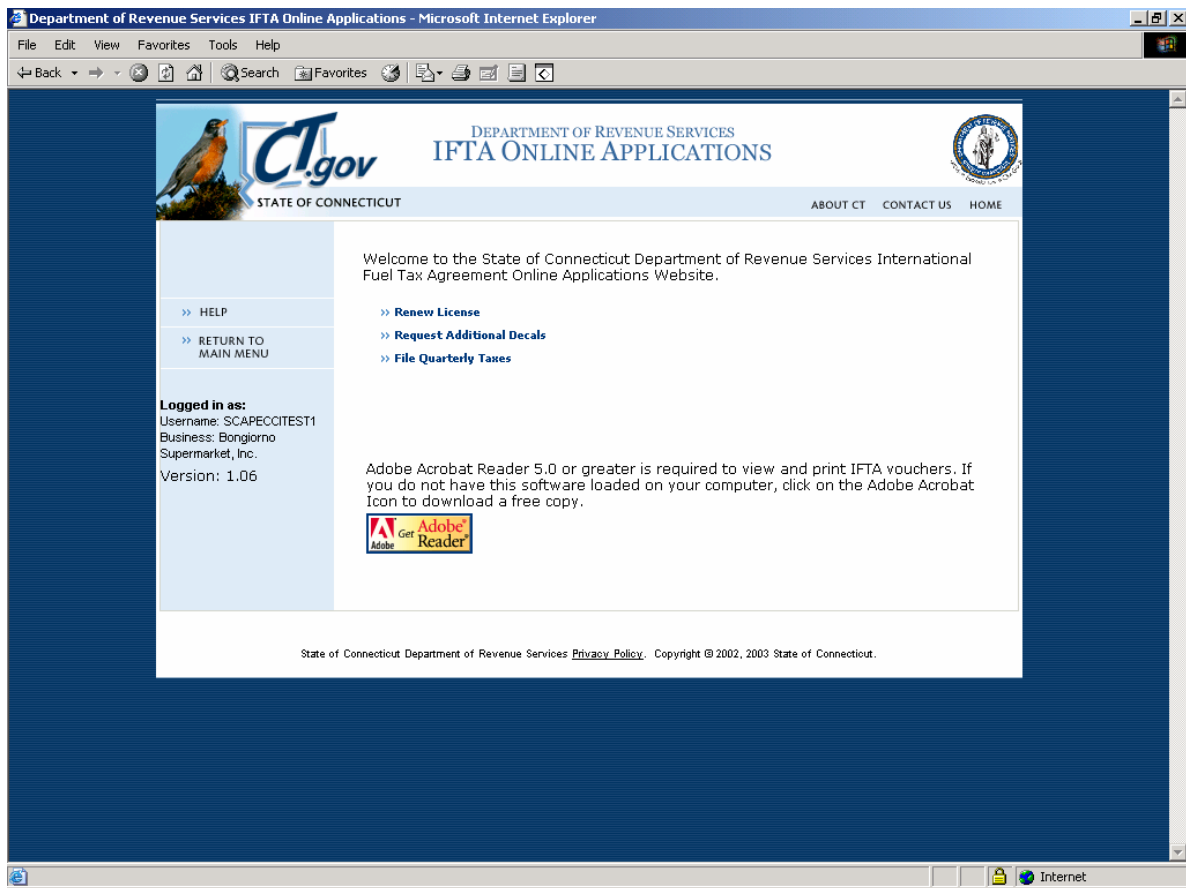
Clicking on the credentialing hyperlink for an initial license, a license renewal, or additional decals opens the initial Data Entry Page in the same browser window as the IFTA Main Menu Page. Because the service bureau user first must select a carrier for the operation, the Carrier Selection Page is displayed whenever the service bureau user selects an operation.

Clicking on the "File Quarterly Taxes" hyperlink transfers control to the RPC IFTA quarterly tax filing web application. See Section A.7 for more information on this operation.

Clicking on the Help hyperlink opens the Help Page in a separate browser window from the IFTA Main Menu Page. *This hyperlink is located in the side bar of any page within the IFTA$_{CS}$ credential web application.*

Clicking on the Return to Main Menu hyperlink opens the PORTAL$_{CS}$ Main Menu in the same browser window as the IFTA Main Menu Page. The web application will transfer data as part of the process of returning control to the Portal. The Portal will use this information to reestablish the user's session without requiring the user to login again. The data will be the same information originally sent from the Portal to the web application. *This hyperlink is located in the side bar of any page within the IFTA$_{CS}$ credential web application.*

Data Entry Pages

The Data Entry Pages are presented when the user selects a credentialing hyperlink from the IFTA Main Menu. These pages allow the user to enter the data associated with the credential.

Each Data Entry Page is logically equivalent to the various Department of Revenue Services forms as shown in the following table:

Credential Type	Department of Revenue Services Form
IFTA Initial License	CT-IFTA-2
IFTA License Renewal	CT-IFTA-1
IFTA Additional Decals	CT-IFTA-10

Clicking the Continue button on a Data Entry Page allows the user who is applying for an initial license to proceed to the next page to enter more data. However, if errors are detected on the current page, they are displayed and must be corrected before the user may proceed to the next page. This action is not available on Page 4 of the Data Entry Pages for an initial license. This action also is not available for the license renewal and additional decals operations that consist of one Data Entry Page only.

Clicking the Review Application button on a Data Entry Page transfers the user to the Confirmation Page. This action is available on Page 1 of the Data Entry Pages for a license renewal and additional decals, and on Page 4 for an initial license.

Clicking the Cancel button on a Data Entry Page returns the user to the IFTA Main Menu. This action discards any information that has been entered by the user. It is available on any of the Data Entry Pages.

Initial License

The application for an IFTA license requires four Data Entry Pages.

Page 1 contains two blocks of fields, Carrier Information and Physical Location of Business Address. Carrier Information contains the following fields:

- Owner, Partner or Corporate Name (required);

- Trade Name or Registered Name if Different from Above;

- Connecticut Tax Registration Number;

- Federal Employer ID Number (FEIN) (required);

- Social Security Number (required if FEIN not provided); and

- U.S. DOT Number.

Physical Location of Business Address contains the following fields:

- Street Address 1 (required);

- Street Address 2;

- City (required);

- State/Province from a drop-down list;

- Zip/Postal (required); and

- Phone (required).

Near the bottom of Page 1 is a check box for indicating whether Mailing Address is the same (a check signifies it is the same); if the box is unchecked, an additional block for entering Mailing Address is displayed for data entry. Figure A.4 illustrates Page 1 of the new IFTA license application.

Page 2 contains one block of fields called Business Information:

- Describe in Detail the Type of Business You Operate (space for entering a description);

- Type of Ownership (drop-down list);

- Organized Under Laws (drop-down list);

- Are You Currently or Have You Been Registered with Another Jurisdiction for International Fuel Tax Agreement? (check Yes or No);

- Number of Owners (drop-down list);

- Number of Lessors (drop-down list);

- Do You Store Bulk Fuel? (check Yes or No); and

- Types of Fuel Used (check boxes for 11 fuel types).

Figure A.5 illustrates Page 2 of the new IFTA license application.

Figure A.4   Page 1 of the New IFTA License Application

Figure A.5   Page 2 of the New IFTA License Application

Page 3 contains a block of fields for Business Owners, Partners, LLC Members, or Corporate Officers. Owner #1 and additional owners (Owner #2, etc.) are entered in separate blocks as needed based on Number of Owners from Page 2. A block of fields for Lessors (Lessor #1, Lessor #2, etc.) will be displayed if one or more lessors are indicated in Number of Lessors on Page 2.

Owners, et al. includes the following fields:

- Name (required);
- Social Security Number (required);
- Street Address 1 (required);
- Street Address 2;
- City (required);
- State/Province (drop-down list);
- Zip/Postal (required); and
- Phone.

Lessors includes the same fields with the exception of Social Security Number. Figure A.6 illustrates Page 3 of the new IFTA license application.

Figure A.6   Page 3 of the New IFTA License Application

Page 4 contains one block of fields called Jurisdictions.

- Jurisdictions in which the carrier operates or anticipates operating. The user is asked to select from a list of the American states, the District of Columbia, and Canadian provinces and territories that are members of IFTA (check boxes).

Figure A.7 illustrates Page 4 of the new IFTA license application.

Figure A.7   Page 4 of the New IFTA License Application

In addition to verifying that the user enters all required elements, each element will be checked for data type and length. The application also will validate data elements using any requirements included in the instructions for the CT-IFTA-2 form.

If the user is a carrier, all elements on Page 1 will receive default values from the PORTAL$_{CS}$ profile for the current user. The user will be able to change any values with the exception of the FEIN/SSN. If the user is a service bureau, default values for the initial application will be drawn from the CVIEW$_{CS}$ repository if a carrier was identified at the start of the application process. If a carrier was not identified, all information must be entered by the user.

If there are data entry errors when the user attempts to continue to the next page, the current page will be redisplayed with all data values intact. The error message(s) will be displayed at the top of the page. The user must correct the errors before continuing with the application process. The Continue button is found on Pages 1 to 3.

When leaving the first data page, the IFTA$_{CS}$ credential web application will check to see if the FEIN/SSN supplied by the user or entered by default is found in the CVIEW$_{CS}$ table

IFTACH_Revoked. If so, the user will be informed that a prior revocation exists for this account and that they must contact the State to submit a manual application. This check is performed only for initial license applications.

The user who has completed all Data Entry Pages may click the Review Application button on page 4 to proceed to the Confirmation Page. The user also may elect to cancel the operation at any time (i.e., from any data page) by clicking the Cancel button and return to the IFTA Main Menu.

License Renewal

The application to renew an IFTA license requires one Data Entry Page. The renewal form displays information from the user's current IFTA license that is stored in the PORTAL_{CS} profile. This form is equivalent to Page 1 of the initial license application. Figure A.8 illustrates the Data Entry Page for the IFTA license renewal application.

Figure A.8   Data Entry Page for the IFTA License Renewal Application

The user will be able to change any values except FEIN, SSN, U.S. DOT Number, and Connecticut Tax Registration Number. Owner, Partner or Corporate Name and Physical Location of Business Address must be filled in.

Review Application and Cancel buttons are available for selection.

Additional Decals

The application for additional decals requires one Data Entry Page. The decals form displays information from the user's current IFTA license that is stored in the PORTAL_{CS} profile. This form is equivalent to Page 1 of the initial license application.

The user will be able to change any values except FEIN, SSN, U.S. DOT Number, and Connecticut Tax Registration Number. Owner, Partner or Corporate Name and Physical Location of Business Address must be filled in.

Review Application and Cancel buttons are available for selection. Figure A.9 illustrates the Data Entry Page for Additional IFTA Decals.

Figure A.9   Data Entry Page for Additional IFTA Decals

Carrier Selection Page

The Carrier Selection Page is presented when the service bureau user selects a credentialing hyperlink from the IFTA Main Menu. This page allows the service bureau user to identify a carrier for the operation. Only after a carrier is selected is the service bureau directed to the credentialing operation.

If the selected credentialing hyperlink is for a license renewal, additional decals, or a tax filing, the service bureau will enter a Carrier's IFTA ID, U.S. DOT, FEIN, or SSN, and click the Find Carrier button. These will be used to search for the carrier in CVIEW_{CS}. The key value supplied by the service bureau user must identify only one carrier when the operation is a renewal, a request for additional decals, or a tax filing. The carrier must be located in the CVIEW_{CS} main repository, a valid tax registration number must be associated with the IFTA account, and the status of the IFTA account must be Active.

If the selected credentialing hyperlink is for an initial license, the service bureau will enter a Carrier's U.S. DOT, FEIN, or SSN, and click the Find Carrier button. The retrieval may not find a carrier when the operation is an initial license. If a carrier is found, however, the carrier must not already have an associated IFTA account.

A New Carrier button also is available for the initial license operation only. The service bureau is not required to enter an identifying value on the Carrier Selection Page. Instead, clicking this button opens the first Data Entry Page for an initial license, in the same browser window as the Carrier Selection Page, where the service bureau can proceed to enter information associated with the credential *given that no information on this carrier is available in the CVIEW*_{CS} *repository (hence the button name, "New Carrier").*

Clicking the Find Carrier button on the Carrier Selection Page transfers the user to the Confirm Carrier Selection Page that displays the name of the carrier located in CVIEW_{CS}. However, if errors are detected on the Carrier Selection Page (e.g., no ID value was entered or the carrier that was identified is not found), the page including the errors is redisplayed and the errors must be corrected before the user may proceed to the Confirm Carrier Selection Page.

On the Confirm Carrier Selection Page, the user may click the Select This Carrier button. This action opens the first Data Entry Page in the same browser window as the Confirm Carrier Selection Page. Here the user will enter data associated with the selected carrier and credential. The user also has the option to click the Select Another Carrier button; this action returns the user to the Carrier Selection Page.

A Cancel button is available on both the Carrier Selection Page and Confirm Carrier Selection Page. Clicking this button returns the user to the IFTA Main Menu.

Confirmation Page

The Confirmation Page is presented when the user clicks the Review Application button on the last Data Entry Page, assuming no errors were encountered. This page simply displays all of the information that was entered and allows the user to confirm the information and make any corrections if necessary. Figure A.10 illustrates the confirmation page for a new IFTA license application. Figure A.11 illustrates the confirmation page for a IFTA renewal license application. Figure A.12 illustrates the confirmation page for additional IFTA license decals.

Clicking the Correct button on the Confirmation Page opens the first Data Entry Page in the same browser window as the Confirmation Page. Information already entered by the user will be redisplayed on the Data Entry Page(s) so that the user may correct any values on that page or succeeding pages. The correction process requires the user to proceed through all data pages in order to return to the Confirmation Page.

Clicking the Confirm button on the Confirmation Page transfers the user who has entered all data correctly to the Purchase Page.

Clicking the Cancel button returns the user to the IFTA Main Menu.

Figure A.10 Confirmation Page of the New IFTA License Application

Figure A.11 Confirmation Page of the IFTA License Renewal Application

Figure A.12   Confirmation Page for Additional IFTA Decals

Purchase Page

The Purchase Page is presented when the user clicks the Confirm button. This page allows the user to indicate the number of decals for purchase.

On this page, the user will enter the number of decals desired (the minimum value is 1) and reenter the carrier's FEIN/SSN. This FEIN/SSN must match the value (default or entered) from the first data page. The user also will select their payment option. For the initial production release, the only valid payment option will be "Pay via Check."

When the user clicks the Purchase button on the Purchase Page, a transaction will be created and written to the TRANSACTION table in the IFTA_{CS} credential web application database. This table contains a log of all IFTA transactions. See Section A.4.1 for additional details.

At a minimum, this transaction will include:

- A unique transaction ID;

- The date and time the transaction was written to the database;

- The username and login sequence of the current PORTAL$_{CS}$ user;

- The carrier's name and FEIN/SSN;

- The application type;

- The application status;

- The MBDB transfer status and the date the record was transferred to the MBDB;

- The payment type selected for the transaction;

- The payment reference number, date and status; and

- All data values entered by the user as well as any values computed by the web application and any system parameters used by the web application. These values will be stored as an XML document.

The possible values for application type are INITIAL, RENEW, DECALS, and ADDRESS. ADDRESS transactions may be created in addition to one of the other transaction types if the user alters any part of the Business Address on the application from the default value retrieved from the PORTAL$_{CS}$ profile or CVIEW$_{CS}$. PORTAL$_{CS}$ also will create ADDRESS transactions in the IFTA$_{CS}$ credential web application database when the user changes any part of the Business Address for a master account where the IFTA account number is non-blank.

Application status will consist of the following values:

- **P = Pending –** This status indicates that application entry has been completed and payment is in process.

- **C = Complete –** This status indicates that the application has been completed and electronic payment was successfully received or the manual payment option was used. This application is ready to be transferred to the MBDB.

- **N = Not Complete –** This status indicates that the electronic payment for an application failed. This application should not be transferred to the MBDB.

MBDB transfer status will consist of the following values:

- **N = Not Transferred –** This application has not yet been transferred to the MBDB.

- **I = In Process –** This application has been selected for transfer to the MBDB.

- **Y = Transferred –** This application has been transferred to the MBDB.

For the initial production application, the only value enabled for payment type will be MANUAL. For manual payments, the payment status initially will be blank. The

payment status will be set to Y when the user displays the payment voucher for printing. Payment reference number and date are not used for manual payments. Future releases may enable the CREDITCARD payment type and add an ACH payment type.

Clicking the Cancel button on the Purchase Page returns the user to the IFTA Main Menu. Figure A.13 illustrates the purchase page for a new IFTA license application. Figure A.14 illustrates the purchase page for a IFTA renewal license application. Figure A.15 illustrates the purchase page for additional IFTA license application.

Figure A.13 Purchase Page of the New IFTA License Application

Figure A.14 Purchase Page of the IFTA License Renewal Application

Figure A.15 Purchase Page of Additional IFTA License Application

Receipt Page

The Receipt Page is presented when the user who has chosen to pay by check clicks the Purchase button. This page provides a transaction ID number and a Print Voucher button. The user is required to print a voucher for mail-in with the credential payment. Transaction, company, and address information also is displayed. This information includes:

- Transaction ID;

- Application Type;

- Application Year;

- Number of Decals Purchased;

- Cost Per Decal Set;

- Total Amount Due;

- Owner, Partner or Corporate Name;

- Trade Name or Registered Name;

- Connecticut Tax Registration Number;

- Federal Employer ID Number (FEIN);

- Social Security Number;

- U.S. DOT Number; and

- Physical Location of Business Address, consisting of Street Address 1, Street Address 2, City, State/Province, Zip/Postal, and Phone.

In order to facilitate processing of manual payments through the existing remittance processor, the payment voucher produced by the IFTA$_{CS}$ credential web application will be substantially similar to the existing CT-IFTA-10 form, including the use of fonts. Of particular importance is the display of the tax registration number plus the last two digits of the filing year plus a mod-10 check digit in the lower-right corner of the voucher. The remittance processor requires that this number be displayed using the OCR-A font.

These vouchers will be produced using an Adobe Acrobat PDF document with embedded fonts. Replaceable parameters will be used to allow the application to fill in all necessary data values and variable content. This will include a variable title that will contain one of the following strings: "CT-IFTA-2 Initial Application," "CT-IFTA-1 Renewal Form" or "CT-IFTA-10 Additional Decals." Each voucher also will include the unique transaction ID from the TRANSACTION table record that contains this transaction's data (see Section A.4.1).

Clicking the Print Voucher button produces a manual payment voucher PDF file. The IFTA$_{CS}$ web application will open the file in a separate browser window. The user will be required to print the payment voucher using standard Adobe functionality. (A hyperlink to download the Adobe Acrobat Reader will be included on the Receipt page.) Clicking the Print Voucher button will set the payment status of the existing TRANSACTION record to Y.

The voucher will be sized to fit on one-third of a standard 8.5x11 page. Instructions for submitting the payment voucher will be included on the other two-thirds of the page. The user will be required to provide a compatible printer for printing the voucher.

Clicking the Continue button returns the user to the IFTA Main Menu. Figure A.16 illustrates the receipt page for a new IFTA license application. Figure A.17 illustrates the receipt page for a IFTA renewal license application. Figure A.18 illustrates the receipt page for additional IFTA license application.

Figure A.16 Receipt Page of the New IFTA License Application

Figure A.17   Receipt Page of the IFTA License Renewal Application

Figure A.18   Receipt Page of the Additional IFTA License Application

Help Page

The Help Page is presented when the user clicks on the Help hyperlink located in the side bar of any page within the IFTA_{CS} credential web application. It opens in a separate browser window. This page provides detailed instructions for completing the various IFTA_{CS} credential applications in an on-line environment.

Instructions are provided for the IFTA on-line applications – applying for a license, renewing a license, requesting additional decals, and filing quarterly taxes. The user is instructed on entering data for each form, changing or correcting information, submitting an application, and canceling an operation and returning to the IFTA Main Menu.

Two options on the Side Bar Menu are described, the Help hyperlink and the CVO Credentialing System hyperlink that returns the user to the PORTAL_{CS} Main Menu.

Options available on the menu located along the top right bar of any page within the web application are described:

- **About CT –** Information page about the State of Connecticut, including general description, holidays, government, economy, etc.;

- **Contact Us –** How to contact the Connecticut Department of Revenue Services (opens in a separate window); and

- **Home –** Returns the user to the IFTA On-line Applications Main Menu.

■ A.4 Data Design

A.4.1 TRANSACTION Table

Name:	TRANSACTION
Primary Key:	PK_TRANSACTION
Comment:	Log of all IFTA transactions that have been performed

The IFTA$_{CS}$ credential web application database has a single schema called IFTA that contains application data related to applications for initial licenses, renewals, and additional decals submitted by users through the web application. These data are stored in the TRANSACTION table.

The TRANSACTION table supports the following IFTA$_{CS}$ credentialing operations:

- Logging of initial, renewal, and additional decal transactions; and

- Tracking which transactions have been sent to the MBDB or the RPC.

Table A.1 describes the table columns. Records are inserted into the table when a user completes an IFTA$_{CS}$ credential application. These records are updated when the user selects to pay for the credential via a check or when results are received from the electronic payment system. They also are updated as part of the process of transferring information to the MBDB.

The USER_DATA column stores XML documents generated from the web credential form used to enter data. This data includes all values entered by the user during the application process, minus payment data (that are discrete table columns), as well as values calculated by the IFTA$_{CS}$ credential web application and system parameters used by it. The

contents of the XML documents are read but not modified once they are created and written to the TRANSACTION table.

A.4.2 MESSAGE Table

Name:	MESSAGE
Primary Key:	PK_MESSAGE
Comment:	Repository for any informational or error messages that are generated

The IFTA schema also contains an error log and other recorded events that are stored in the MESSAGE table.

The MESSAGE table supports the logging of exception conditions and other significant actions.

Table A.2 describes the table columns. Records are generated by significant events within the IFTA_{CS} credential web application, and inserted into the table.

Table A.1 TRANSACTION Table Columns

Name	Data Type	Comment	Primary	Mandatory
TRANSACTIONID	NUMBER(15)	Internally generated database sequence number	X	X
TRANSACTIONTIME	DATE	Date/time the transaction was generated		X
LOGINSEQUENCE	NUMBER(15)	Foreign key into the PORTAL.USER_LOGIN table		
USERNAME	VARCHAR2(20)	Foreign key into the PORTAL.USERS table		
CARRIERNAME	VARCHAR2(55)	Name of the carrier for whom the IFTA_{CS} credential is being purchased		
TAXID	VARCHAR2(12)	Either the FEIN or SSN		
APPLICATIONTYPE	VARCHAR2(10)	Type of IFTA_{CS} application requested. Valid values are "INITIAL," "RENEW," "DECALS" and "ADDRESS"		

Table A.1   TRANSACTION Table Columns (continued)

Name	Data Type	Comment	Primary	Mandatory
APPLICATIONSTATUS	CHAR	Application status. Valid values are "P"=pending, "C"=complete, "N"=not complete		
TRANSFERSTATUS	CHAR	Status of the transfer to the MBDB legacy system. Valid values are "N"=not transferred, "I"=in process, "Y"=transferred		
TRANSFERTIME	DATE	Date/time the data was transferred to the MBDB legacy system		
PAYMENTTYPE	VARCHAR2(10)	Type of payment. Valid values are "MANUAL," "ACH" or "CREDITCARD"		
PAYMENTREFNUMBER	VARCHAR2(10)	Reference number provided by VeriSign		
PAYMENTDATE	DATE	Date/time the payment was initiated		
PAYMENTSTATUS	CHAR	Result code. Valid values are 0=transaction was approved, anything else=error		
PAYMENTAMOUNT	NUMBER(10,2)	Total amount due		
USERDATA	CLOB	XML doc that contains the user has entered for the APPLICATIONTYPE		

Table A.2   MESSAGE Table Columns

Name	Data Type	Comment	Primary	Mandatory
MESSAGEID	NUMBER(15)	Internally generated database sequence number	X	X
LOGINSEQUENCE	NUMBER(15)	Foreign key into the PORTAL.USER_LOGIN table		
USERNAME	VARCHAR2(20)	Login username		
TIMESTAMP	DATE	Date/time the message was generated		
MESSAGETYPE	CHAR	Type of message generated. Valid values are "I"=informational, "E"=error		
MESSAGE	CLOB	The content of the message		

■ A.5 Edit Rules

Table A.3 Data Entry Pages

Field Name	Data Type	Length	Required	Default Value	Location	Comments
Owner, Partner or Corporate Name	AN	55	Yes	Yes* See note following table	Page 1	
Trade Name or Registered Name	AN	55	No	Yes	Page 1	Name under which business is done if different from "Owner, Partner or Corporate Name"
Connecticut Tax Registration Number	N	10 [1-7] [8-10]	No	Yes	Page 1	"xxxxxxx""xxx." Registration with Connecticut Department of Revenue Services
Federal Employer ID Number (FEIN)	N	9	Yes	Yes	Page 1	
Social Security Number	N	9	No	Yes	Page 1	Required in absence of FEIN
U.S. DOT Number	N	6 See Comment	No	Yes	Page 1	Length could be 6–8
Physical Street Address 1	AN	40	Yes	Yes	Page 1	"Physical Location of Business" where "PO Box Is Not Acceptable"
Physical Street Address 2	AN	40	No	Yes	Page 1	
Physical City	AN	30	Yes	Yes	Page 1	
Physical State/Province	A	N/A	No	Yes	Page 1	No more than one from drop-down list of U.S. states, District of Columbia, Canada provinces and territories
Physical Zip/Postal	AN	10 [1-6] [7-10]	Yes	Yes	Page 1	If U.S., minimum "xxxxx." If Canada, "xnxnxn"
Physical Phone	N	10 [1-3] [4-6] [7-10]	Yes	Yes	Page 1	Three-digit area code and seven-digit phone number (no punctuation marks)
Mailing Street Address 1	AN	40	No	Yes	Page 1	If "Mailing Address" differs from "Physical Address," "Mailing Address" box is unchecked to display second set of address and phone fields for entering data

Table A.3   Data Entry Pages (continued)

Field Name	Data Type	Length	Required	Default Value	Location	Comments
Mailing Street Address 2	AN	40	No	Yes	Page 1	
Mailing City	AN	30	No	Yes	Page 1	
Mailing State/Province	A	N/A	No	Yes	Page 1	No more than one from drop-down list of U.S. states, District of Columbia, Canada provinces and territories
Mailing Zip/Postal	AN	10 [1-6] [7-10]	No	Yes	Page 1	If U.S., "xxxxx"("xxxx"). If Canada, "xnxnxn"
Mailing Phone	N	10 [1-3] [4-6] [7-10]	No	Yes	Page 1	Three-digit area code and seven-digit phone number (no punc-tuation marks)
Business Description	AN	4 rows of 45 characters each	No	No	Page 2	"Describe in detail the type of business you operate." Freeform style
Type of Ownership	A	N/A	No	No	Page 2	No more than one from drop-down list of: – "General Partnership" – "Other" – "Sole Proprietor" – "Limited Partnership" – "Corporation" – "S Corporation" – "Limited Liability Company (LLC)" – "Single Member LLC"
Organized Under Laws	A	N/A	No	No	Page 2	No more than one from drop-down list of U.S. states, District of Columbia, Canada provinces and territories
Registration with Another Jurisdiction	Boolean	N/A	No	No	Page 2	"Yes" or "No"
Number of Owners	N	N/A	No	No	Page 2	No more than one from drop-down list of numbers 1–8
Number of Lessors	N	N/A	No	No	Page 2	No more than one from drop-down list of numbers 0–8
Do You Store Bulk Fuel?	Boolean	N/A	No	No	Page 2	"Yes" or "No"

Table A.3   Data Entry Pages (continued)

Field Name	Data Type	Length	Required	Default Value	Location	Comments
Types of Fuel Used	Array	N/A	No	No	Page 2	0–11 check boxes including: – "Diesel" – "Gasoline" – "Ethanol" – "Propane" – "Natural Gas" – "A-55" – "E-55" – "M-85" – "Gasohol" – "LNG" – "Methanol"
Owner Name	AN	55	Yes	No	Page 3	
Owner Social Security Number	N	9	Yes	No	Page 3	
Owner Street Address 1	AN	40	Yes	No	Page 3	
Owner Street Address 2	AN	40	No	No	Page 3	
Owner City	AN	30	Yes	No	Page 3	
Owner State/Province	A	N/A	No	No	Page 3	No more than one from drop-down list of U.S. states, District of Columbia, Canada provinces and territories
Owner Zip/Postal	AN	10 [1-6] [7-10]	Yes	No	Page 3	If U.S., minimum "xxxxx." If Canada, "xnxnxn"
Owner Phone	N	10 [1-3] [4-6] [7-10]	No	No	Page 3	Three-digit area code and seven-digit phone number (no punc-tuation marks)
Lessor Name	AN	55	No	No	Page 3	When "Number of Lessors" ≥ 1
Lessor Street Address 1	AN	40	No	No	Page 3	
Lessor Street Address 2	AN	40	No	No	Page 3	
Lessor City	AN	30	No	No	Page 3	
Lessor State/Province	A	N/A	No	No	Page 3	No more than one from drop-down list of U.S. states, District of Columbia, Canada provinces and territories

Table A.3   Data Entry Pages (continued)

Field Name	Data Type	Length	Required	Default Value	Location	Comments
Lessor Zip/Postal	AN	10 [1-6] [7-10]	No	No	Page 3	If U.S., "xxxxx"("xxxx"). If Canada, "xnxnxn"
Lessor Phone	N	10 [1-3] [4-6] [7-10]	No	No	Page 3	Three-digit area code and seven-digit phone number (no punctuation marks)
Jurisdictions	Array	N/A	No	No	Page 4	0–62 check boxes including 48 states (Alaska and Hawaii as the exceptions), District of Columbia, and 13 provinces and territories

Note: *Yes indicates that a default value may be drawn from the PORTAL_{CS} profile of the carrier that is applying for a credential, or from the CVIEW_{CS} repository if the user is a service bureau applying on behalf of a carrier that was located in the repository. Default values are not possible when a service bureau is applying for an initial license for a new carrier that is not found in the repository.

Table A.4   Carrier Selection Page

Field Name	Data Type	Length	Required	Default Value	Location	Comments
Enter Carrier's IFTA ID	AN	13	See Comment	No	Page 1	"CTxxxxxxxxxnn" where xxxxxxxx = FEIN or SSN. One value from among IFTA ID, U.S. DOT, FEIN, and SSN must be entered; however, IFTA ID is not valid for application for initial license
Enter Carrier's U.S. DOT	N	6 See Comment	See Comment	No	Page 1	Length could be 6–8. One value from among IFTA ID, U.S. DOT, FEIN, and SSN must be entered
Enter Carrier's FEIN	N	9	See Comment	No	Page 1	One value from among IFTA ID, U.S. DOT, FEIN, and SSN must be entered
Enter Carrier's SSN	N	9	See Comment	No	Page 1	One value from among IFTA ID, U.S. DOT, FEIN, and SSN must be entered

Table A.5   Purchase Page

Field Name	Data Type	Length	Required	Default Value	Location	Comments
Total Number of Qualified Vehicles to be Registered	N	4	Yes	1	Page 6	Minimum of one vehicle
FEIN/SSN	N	9	Yes	No	Page 6	"In lieu of a signature." Value must match FEIN entered on Data Entry Page 1; if FEIN was not entered, value must match SSN entered on Page 1
Payment Option	Boolean	N/A	Yes	Pay via Check	Page 6	"Pay via Credit Card," "Pay via ACH," or "Pay via Check"

Table A.6   Credit Card Payment Page

Field Name	Data Type	Length	Required	Default Value	Location	Comments
Credit Card Type	A	N/A	Yes	Select Credit Card Type	Page 7	Default must be replaced by one from drop-down list of "VISA" and "MasterCard"
Credit Card Number	N	16	Yes	No	Page 7	
Expiration Date	[A][N]	N/A	No	[Select Month] [Select Year]	Page 7	No more than one from drop-down list of months; no more than one from drop-down list of years 2003–2013. Defaults or values that do not result in a future date result in errors
Credit Card Validation Code	AN	3	Yes	No	Page 7	Ending three characters of the value stamped within signature block on back of credit card
Customer Code (purchasing cards only)	AN	3	Yes	No	Page 7	
Street Address (number and name)	AN	40	Yes	No	Page 7	City and state/province not required
Zip Code/Postal	AN	10 [1-6] [7-10]	Yes	No	Page 7	If U.S., minimum "xxxxx." If Canada, "xnxnxn"

■ A.6 Security Design

Users must be authenticated at the PORTAL~CS~ Login Page before they can access the IFTA~CS~ credential web application. No other authentication will take place.

Attempts to access the IFTA~CS~ web application directly, i.e., through a bookmark or a direct entry of a URL, without first performing a successful login will cause the system to immediately redirect the user to the PORTAL~CS~ Login Page.

Web sessions within the IFTA~CS~ web application will time out in four hours. If a user begins an IFTA~CS~ application session and does not engage in any activity within the application for four hours, the next time the user attempts to perform some activity, they will be redirected automatically to the PORTAL~CS~ Login Page. Timeouts for users within the RPC web application will be handled according to rules of that application.

A check box is provided on the PORTAL~CS~ Login Page for users that access the Connecticut CVISN/PRISM web systems from public terminals, e.g., from public libraries or Internet kiosks. This check box states "I am using a public computer." If this box is checked, the timeout will be changed to 10 minutes as part of the login process. This provides the user with some control over the timeout period as well as additional security to prevent unauthorized users from accessing accounts left unattended in public locations.

■ A.7 Interface to Regional Processing Center

Selecting the "File Quarterly Taxes" hyperlink from the IFTA Main Menu transfers control to the RPC IFTA quarterly tax filing web application. As part of this operation, the IFTA Main Menu will transfer data that identify the State and the carrier to the RPC. The RPC will use this information to validate that the connection comes from an authorized source and to ensure that the tax filing is associated with the correct carrier.

The IFTA~CS~ credential web application is responsible only for transferring control to the RPC web application and for receiving control from the RPC. All other IFTA quarterly tax filing functionality, including any electronic payment for IFTA taxes, is the responsibility of the RPC.

Table A.7 shows the data elements that will be passed to the RPC in a hidden field on an HTML form. The name of the hidden field will be "baton." The transfer will occur using SSL over an HTTP connection. In addition, the content of the baton field will be base64 encoded. The RPC is responsible for providing URLs to which both test and production transactions will be sent.

Table A.7   Data Passed from IFTA$_{CS}$ Web Application to RPC

Field Name	Length	Required	Upper Case	Field Description/Comments
BaseState	X(2)	Yes	Yes	Jurisdiction Code. (This will be CT for Connecticut)
StateEIN	X(9-11)	Yes	Yes	The Federal EIN of the base state. Do not include dashes.
StatePIN	X(8)	Yes	Yes	The PIN that has been assigned to you by the RPC. You will be assigned two different PINs one for testing and a separate one for production.
CarrierName		No		Name of the Carrier as defined by your system.
FTNCodeLetter	X(1)	No	Yes	The third character of the Confirmation Number/FTN. If present, it must be alphabetic and upper case. If it is spaces, the IFTA E-File application will default to the letter 'S'.
TaxIDNumber	X(9-11)	Yes	Yes	The Federal EIN or Social Security number of the Carrier. Do not include the Base State prefix or dashes.
TaxIDType	X(1)	No		E = Federal EIN S = SSN
UserName		No		The unique user name for the entity filing the IFTA report.
UserPassword	X(6–11)	Yes	Yes	The password for the entity filing the IFTA report. This may be the PIN for the UserEIN or TaxIDNumber.
ReturnURL		Yes		The URL to which control should be returned once the user has completed their tax filing.
ContactUsURL		Yes		The URL to use to open a separate window to display the jurisdictions Contact Information.
JurisdictionSpecificData		No		To be used for any data the calling application needs returned to them not already covered by the fields above.
ApplicationCode	X(4)	Yes	Yes	FTFL = Application code for IFTA E-File application

The format for each field in the baton is FieldName=data. Data for adjoining fields will be separated using the ampersand (&) character. There is no specific order in which the baton's fields will be passed. All information sent in the baton will be returned to ReturnURL as part of the RPC logout process. The IFTA Main Menu will use this information as necessary to reestablish the session, which may have timed out while the user was working with the RPC.

Only fields with specific lengths have a length listed above. Some fields have both a minimum and maximum length listed. For the fields where no length is indicated, the field length is not limited.

It is required that each field name listed above be sent in the baton, and the field name given in the baton must match the field name listed above. The required column indicates which fields must have data to insure that the tax report is successfully filed.

As part of a separate process, address change information is sent from the web application to the RPC. These transfers are in the form of flat files transmitted via FTP. Section A.8 provides more information on these transfers.

■ A.8   Interface to State Legacy System

The Department of Revenue Services stores IFTA data in the Master Business Database (MBDB). This includes application data from the IFTA_CS credential web application system which is transferred to the MBDB in the form of flat files transmitted via FTP.

Once each weekday at 3:30 p.m., a standalone process will access the IFTA_CS credential web application database. It will select all records where application status = C and MBDB transfer status = N. These applications are complete and ready to be transferred to the MBDB. The TRANSACTION table within the IFTA database contains these flags and other application data.

Four separate files will be created. Each will be a fixed-width ASCII text file. The first will hold only applications where type = INITIAL. This file will be named IFTAINIT_yyyymmdd.TXT. This file will be placed in a directory on the CVIEW_CS server where an MBDB process can retrieve it. These transactions will be loaded into a Microsoft Access database for manual review prior to being sent to the MBDB. Retrieving the file, loading it into the Access database, reviewing the application data, and forwarding the application to the MBDB is the responsibility of DRS.

The second and third files will contain applications where type = RENEW and type = DECALS. The files will be named IFTARENEW_yyyymmdd.TXT and IFTADECALS_ yyyymmdd.TXT, respectively. The format of these files will be identical to those produced by the existing DRS remittance process. These files will be placed in a directory on the CVIEW_CS server where an MBDB process can retrieve them. These transactions eventually will be handled in the same manner as transactions produced by the remittance process. For Release 1, however, this process may only be used with transactions that have been paid electronically. Since the only payment method available for Release 1 is payment by check, DRS instead will rely on handling the manual payment vouchers in the same way as existing CT-IFTA-1 and –10 forms.

The fourth file will contain applications where type = ADDRESS. This file will be named mmddyyyy99.PRO. The format of this file will be identical to the profile files already being transferred from the MBDB to the RPC. This file will be transferred to the RPC

(rather than to the MBDB) from the web application using a username and password provided by DRS. Data in these transactions will be supplemented with information about the IFTA account drawn from the CVIEW~CS~ repository.

Table A.8   Data Passed to DRS for IFTA Initial Transactions

Name	Type	Length	Starting Position	Ending Position	Comments
RECORD_TYPE	CHAR(1)	1	1	1	For new applications received via web, this value always will be "W."
TRANSACTION_TYPE	CHAR(1)	1	2	2	For new applications received via web, this value always will be "N."
TAXPAYER_ID	VARCHAR2(13)	13	3	15	This value always will be blank.
PREV_TAXPAYER_ID	VARCHAR2(13)	13	16	28	This value always will be blank.
CARRIER_NAME	VARCHAR2(40)	40	29	68	This value will correspond to the carrier name entered by the user.
BUSINESS_STREET1	VARCHAR2(30)	30	69	98	This value will correspond to the first line of the business address entered by the user.
BUSINESS_STREET2	VARCHAR2(30)	30	99	128	This value will correspond to the second line of the business address entered by the user.
BUSINESS_CITY	VARCHAR2(18)	18	129	146	This value will correspond to the city of the business address entered by the user.
BUSINESS_STATE	CHAR(2)	2	147	148	This value will correspond to the state of the business address entered by the user. This will be a valid U.S. state abbreviation.
BUSINESS_ZIP_CODE	VARCHAR2(9)	9	149	157	This value will correspond to the zip code of the business address entered by the user. If the user provides both a zip code and zip-plus-four entry, this value will be nine digits. If the user does not supply the zip-plus-four entry, this value will be five digits padded with four spaces. Canadian postal codes will not be accepted for Business Address.
BUSINESS_COUNTRY	CHAR(2)	2	158	159	This value always will be U.S.
ADDRESS_SOURCE	CHAR(1)	1	160	160	This value always will be J (for jurisdiction).
FILER_TYPE	CHAR(1)	1	161	161	This value always will be Q (for quarterly)
REGISTRATION_DATE	DATE	8	162	169	This value will be the date the application was submitted by the user. Format = YYYYMMDD.

Table A.8   Data Passed to DRS for IFTA Initial Transactions (continued)

Name	Type	Length	Starting Position	Ending Position	Comments
STATUS	CHAR(1)	1	170	170	This value always will be blank.
STATUS_DATE	DATE	8	171	178	This value always will be blank.
MAIL_FLAG	CHAR(1)	1	179	179	This value always will be blank.
NUMBER_OF_DECALS	NUMBER(4)	4	180	183	This value will be the number of decals requested by the user as part of the initial application. The value will be numeric and right justified within the field. The value be padded with spaces on the left.
LANGUAGE	CHAR(1)	1	184	184	This value always will be E (for English)
DBA_NAME	VARCHAR2(40)	40	185	224	This value will correspond to the trade name entered by the user.
MAILING_STREET1	VARCHAR2(30)	30	225	254	This value will correspond to the first line of the mailing address entered by the user.
MAILING_STREET2	VARCHAR2(30)	30	255	284	This value will correspond to the second line of the mailing address entered by the user.
MAILING_CITY	VARCHAR2(18)	18	285	302	This value will correspond to the city of the mailing address entered by the user.
MAILING_STATE	CHAR(2)	2	303	304	This value will correspond to the state of the mailing address entered by the user. This will be a valid U.S. state abbreviation.
MAILING_ZIP_CODE	VARCHAR2(9)	9	305	313	This value will correspond to the zip code of the mailing address entered by the user. If the user provides both a zip code and zip-plus-four entry, this value will be nine digits. If the user does not supply the zip-plus-four entry, this value will be five digits padded with four spaces.
MAILING_COUNTRY	CHAR(2)	2	314	315	This value always will be U.S.
USDOT_NUMBER	VARCHAR2(22)	22	316	337	This value will contain the U.S. DOT, if the user provides one or a default value is taken from the user's portal profile. This number may contain leading zeros and will be left justified within the field. The value will be padded with spaces on the right.
IRP_ACCOUNT_NUMBER	VARCHAR2(22)	22	338	359	This value always will be blank.

Table A.8   Data Passed to DRS for IFTA Initial Transactions (continued)

Name	Type	Length	Starting Position	Ending Position	Comments
BULK_FUEL_INDICATOR	CHAR(1)	1	360	360	This value will contain Y for yes or N or no.
BULK_FUEL_LOCATION	VARCHAR2(60)	60	361	420	If BULK_FUEL_INDICATOR = Y, this value will contain an unformatted string indicating the bulk fuel locations. Otherwise, this value will be blank.
ENTITY_TYPE	CHAR(1)	1	421	421	This value will contain I for Sole Proprietor, P for General Partnership, Q for Limited Partnership, C for Corporation, S for S Corporation, L for LLC, M for Single Member LLC, O for Other
ENTITY_OTHER_DESCRIPTION	VARCHAR2(60)	60	422	481	If ENTITY_TYPE = O, this value will contain an unformatted string indicating the type of business entity. Otherwise, this value will be blank.
CORPORATE_TAX	CHAR(1)	1	482	482	If ENTITY_TYPE = L or M, this value will contain Y for yes or N for N. For all other entity types, this value will be blank.
CORPORATE_STATE	CHAR(2)	2	483	484	This value will contain the state under which the carrier operates. This will be a valid U.S. state abbreviation.
TAX_REGISTRATION_NUMBER	VARCHAR2(10)	10	485	494	This value will contain the Tax Registration Number, if the user provides one or a default value is taken from the user's portal profile. This number will contain 10 digits and may contain leading zeros. This value may be blank.
FEIN	VARCHAR2(9)	9	495	503	This value will contain the FEIN, if the user provides one or a default value is taken from the user's portal profile. If present, this number will contain nine digits and may contain leading zeros. If FEIN is provided, SSN will be blank.
SSN	VARCHAR2(9)	9	504	512	This value will contain the SSN, if the user provides one or a default value is taken from the user's portal profile. If present, this number will contain nine digits and may contain leading zeros. If SSN is provided, FEIN will be blank.

Table A.8   Data Passed to DRS for IFTA Initial Transactions (continued)

Name	Type	Length	Starting Position	Ending Position	Comments
TELEPHONE_NUMBER	VARCHAR2(10)	10	513	522	This value will contain the business telephone number, if the user provided one. If present, this value will contain a 10-digit number, area code first. This value may be blank.
PARTNER1_NAME	VARCHAR2(40)	40	523	562	Owner or first partner name.
PARTNER1_STREET1	VARCHAR2(30)	30	563	592	Owner or first partner address line 1.
PARTNER1_STREET2	VARCHAR2(30)	30	593	622	Owner or first partner address line 2.
PARTNER1_CITY	VARCHAR2(18)	18	623	640	Owner or first partner city.
PARTNER1_STATE	CHAR(2)	2	641	642	Owner or first partner state.
PARTNER1_ZIP_CODE	VARCHAR2(9)	9	643	651	Owner or first partner zip code.
PARTNER1_SSN	VARCHAR2(9)	9	652	660	Owner or first partner social security number.
PARTNER2_NAME	VARCHAR2(40)	40	661	700	Second partner name, if present.
PARTNER2_STREET1	VARCHAR2(30)	30	701	730	Second partner address line 1, if present.
PARTNER2_STREET2	VARCHAR2(30)	30	731	760	Second partner address line 2, if present.
PARTNER2_CITY	VARCHAR2(18)	18	761	778	Second partner city, if present.
PARTNER2_STATE	CHAR(2)	2	779	780	Second partner state, if present.
PARTNER2_ZIP_CODE	VARCHAR2(9)	9	781	789	Second partner zip code, if present.
PARTNER2_SSN	VARCHAR2(9)	9	790	798	Second partner social security number, if present.
OTHER_JURISDICTION	CHAR(1)	1	799	799	This value will contain Y for yes or N or no.
OTHER_JURISDICTION_NAME	CHAR(2)	2	800	801	If OTHER_JURISDICTION = Y, this value will contain a valid U.S. state abbreviation.
LESSOR1_NAME	VARCHAR2(40)	40	802	841	First lessor name, if present.
LESSOR1_STREET1	VARCHAR2(30)	30	842	871	First lessor address line 1, if present.
LESSOR1_STREET2	VARCHAR2(30)	30	872	901	First lessor address line 2, if present.
LESSOR1_CITY	VARCHAR2(18)	18	902	919	First lessor city, if present.
LESSOR1_STATE	CHAR(2)	2	920	921	First lessor state, if present.
LESSOR1_ZIP_CODE	VARCHAR2(9)	9	922	930	First lessor zip code, if present.
LESSOR2_NAME	VARCHAR2(40)	40	931	970	Second lessor name, if present.
LESSOR2_STREET1	VARCHAR2(30)	30	971	1,000	Second lessor address line 1, if present.
LESSOR2_STREET2	VARCHAR2(30)	30	1,001	1,030	Second lessor address line 2, if present.

Table A.8   Data Passed to DRS for IFTA Initial Transactions (continued)

Name	Type	Length	Starting Position	Ending Position	Comments
LESSOR2_CITY	VARCHAR2(18)	18	1,031	1,048	Second lessor city, if present.
LESSOR2_STATE	CHAR(2)	2	1,049	1,050	Second lessor state, if present.
LESSOR2_ZIP_CODE	VARCHAR2(9)	9	1,051	1,059	Second lessor zip code, if present.
LESSOR3_NAME	VARCHAR2(40)	40	1,060	1,099	Third lessor name, if present.
LESSOR3_STREET1	VARCHAR2(30)	30	1,100	1,129	Third lessor address line 1, if present.
LESSOR3_STREET2	VARCHAR2(30)	30	1,130	1,159	Third lessor address line 2, if present.
LESSOR3_CITY	VARCHAR2(18)	18	1,160	1,177	Third lessor city, if present.
LESSOR3_STATE	CHAR(2)	2	1,178	1,179	Third lessor state, if present.
LESSOR3_ZIP_CODE	VARCHAR2(9)	9	1,180	1,188	Third lessor zip code, if present.
LESSOR4_NAME	VARCHAR2(40)	40	1,189	1,228	Fourth lessor name, if present.
LESSOR4_STREET1	VARCHAR2(30)	30	1,229	1,258	Fourth lessor address line 1, if present.
LESSOR4_STREET2	VARCHAR2(30)	30	1,259	1,288	Fourth lessor address line 2, if present.
LESSOR4_CITY	VARCHAR2(18)	18	1,289	1,306	Fourth lessor city, if present.
LESSOR4_STATE	CHAR(2)	2	1,307	1,308	Fourth lessor state, if present.
LESSOR4_ZIP_CODE	VARCHAR2(9)	9	1,309	1,317	Fourth lessor zip code, if present.
LESSOR5_NAME	VARCHAR2(40)	40	1,318	1,357	Fifth lessor name, if present.
LESSOR5_STREET1	VARCHAR2(30)	30	1,358	1,387	Fifth lessor address line 1, if present.
LESSOR5_STREET2	VARCHAR2(30)	30	1,388	1,417	Fifth lessor address line 2, if present.
LESSOR5_CITY	VARCHAR2(18)	18	1,418	1,435	Fifth lessor city, if present.
LESSOR5_STATE	CHAR(2)	2	1,436	1,437	Fifth lessor state, if present.
LESSOR5_ZIP_CODE	VARCHAR2(9)	9	1,438	1,446	Fifth lessor zip code, if present.
LESSOR6_NAME	VARCHAR2(40)	40	1,447	1,486	Sixth lessor name, if present.
LESSOR6_STREET1	VARCHAR2(30)	30	1,487	1,516	Sixth lessor address line 1, if present.
LESSOR6_STREET2	VARCHAR2(30)	30	1,517	1,546	Sixth lessor address line 2, if present.
LESSOR6_CITY	VARCHAR2(18)	18	1,547	1,564	Sixth lessor city, if present.
LESSOR6_STATE	CHAR(2)	2	1,565	1,566	Sixth lessor state, if present.
LESSOR6_ZIP_CODE	VARCHAR2(9)	9	1,567	1,575	Sixth lessor zip code, if present.
BUSINESS_DESCRIPTION	VARCHAR2(120)	120	1,576	1,695	Unformatted string containing the business description provided by the user. This value may be blank.

Table A.8 Data Passed to DRS for IFTA Initial Transactions (continued)

Name	Type	Length	Starting Position	Ending Position	Comments
LIST_OF_FUELS	VARCHAR2(120)	120	1,696	1,815	List of fuels selected by the user. This list will take the form "Fueltype, Fueltype, …" and could contain up to 11 possible fuel types. Fuel types will be separated by a comma and a space. For example, "Diesel, Gasohol." The order of the fuel types is not guaranteed. The field will be padded on the right with spaces to the full 120-character size.
LIST_OF_JURISDICTIONS	VARCHAR2(250)	250	1,816	2,065	List of jurisdictions selected by the user. This list will take the form "XX, XX, …" and could contain up to 61 possible juris-dictions (48 states + DC + 12 provinces). Jurisdictions will be separated by a comma and a space. For example, "CT, NY, PA, WV, VA." The order of the jurisdictions is not guaranteed. The field will be padded on the right with spaces to the full 250-character size.

Table A.9 Data Passed to DRS for IFTA Renewal and Additional Decal Transactions

Name	Type	Length	Staring Position	Ending Position	Comments
IFTABH-M-BATCH-CONSTANT	X(10)	10	1	10	VALUE=REG02BATCH
IFTABH-M-BATCH-NUMBER	X(05)	5	11	15	Y8001-Y9999 for odd years, Z8001-Z999 for even years
IFTABH-M-BATCH-TYPE	9(02)	2	16	17	VALUE=00
IFTABH-M-BATCH-DATE	9(06)	6	18	23	FORMAT=MMDDYY, include leading zeros
IFTABH-M-BATCH-TOTAL-COUNT	9(04)	4	24	27	One record per account number, numbers are right justified, zero filled

Table A.9   Data Passed to DRS for IFTA Renewal and Additional Decal Transactions (continued)

Name	Type	Length	Staring Position	Ending Position	Comments
IFTABH-M-TOTAL-REMIT	9(05)V99	7	28	34	Total amount of payments in batch, Sum of IFTAM-M-FEE-REMITTED, numbers are right justified, zero filled
IFTABH-M-DEPOSIT-NUMBER	X(06)	6	35	40	Blank
IFTABH-M-BATCH-BY	X(03)	3	41	43	Blank
IFTABH-M-MACH-OPER	X(03)	3	44	46	Blank
IFTABH-M-CASH-REMIT	9(05)V99	7	47	53	Blank
IFTABH-M-CASH-DEP-NUMBER	X(06)	6	54	59	Blank
FILLER	X(21)	21	60	80	Blank
IFTATM-M-MAIN	9(07)	7	1	7	Tax Registration Number (first seven digits, including leading zeros)
IFTATM-M-SUB	9(03)	3	8	10	Tax Registration Number (last three digits, including leading zeros)
IFTATM-M-TAX-TYPE	9(02)	2	11	12	VALUE=41
IFTATM-M-RECORD-TYPE	9(02)	2	13	14	VALUE=12
IFTATM-M-TRANS-TYPE	9(01)	1	15	15	VALUE=2
FILLER	X(56)	56	16	71	Blank
IFTA-M-TM-OUTPUT2					
IFTATM-M-CURR-YEAR-BEG	9(02)	2	72	73	Last two digits of the registration year
IFTATM-M-FEE-REMITTED	9(05)V99	7	74	80	Number of decals * $10, in cents, right justified, zero filled, e.g., $80 = 0008000
IFTAVH-M-MAIN-ACCOUNT	9(07)	7	1	7	Tax Registration Number (first seven digits, including leading zeros)
IFTAVH-M-SUB-ACCOUNT	9(03)	3	8	10	Tax Registration Number (last three digits, including leading zeros)
IFTAVH-M-TAX-TYPE	9(02)	2	11	12	VALUE=41
IFTAVH-M-RECORD-TYPE	9(02)	2	13	14	VALUE=51
IFTAVH-M-TRANS-TYPE	9(01)	1	15	15	VALUE=2
IFTAVH-M-BATCH-NUMBER	X(05)	5	16	20	Same value as IFTABH-M-BATCH-NUMBER
IFTAVH-M-TOT-VEH	9(05)	5	21	25	Number of decals, right justified, zero filled
IFTAVH-M-PERMIT-YEAR	9(02)	2	26	27	Last two digits of registration year
FILLER	X(53)	53	28	80	Blank

Table A.10   Data Passed to RPC for IFTA Address Change Transactions

Name	Type	Length	Starting Position	Ending Position	Comments
RECORD_TYPE	CHAR(1)	1	1	1	Always "H"
FILLER	CHAR(1)	1	2	2	Always blank
FILE SERIAL NUMBER	NUMBER(5)	5	3	7	All Zeros
FILLER	CHAR(1)	1	8	8	Always blank
FILE IDENTIFIER	CHAR(8)	8	9	16	Always "PROFILE "
FILLER	CHAR(1)	1	17	17	Always blank
FILE CREATION DATE	DATE	8	18	25	Date file was created (format = MMDDYYYY)
FILLER	CHAR(1)	1	26	26	Always blank
SUBMITTER CODE	CHAR(2)	2	27	28	Always "CT"
SUBMITTER NAME	VARCHAR2(20)	20	29	48	Always "CONNECTICUT"
FILLER	CHAR(1)	1	49	49	Always blank
FILE SEQUENCE NUMBER	NUMBER(5)	5	50	54	All Zeros
FILLER	CHAR(1)	1	55	55	Always blank
FIRST TRACKING NUMBER	NUMBER(12)	12	56	67	All Zeros
FILLER	CHAR(1)	1	68	68	Always blank
LAST TRACKING NUMBER	NUMBER(12)	12	69	80	All Zeros
FILLER	VARCHAR2(300)	300	81	380	Always blank
RECORD_TYPE	CHAR(1)	1	1	1	Always "R"
TRANSACTION_TYPE	CHAR(1)	1	2	2	Always "A"
TAXPAYER_ID	VARCHAR2(13)	13	3	15	IFTA_REG_BASE_STATE + IFTA_REG_LICENSE_NUMBER + CARRIER_FLEET. Pad license number and carrier fleet with zeros. The final value should always look something like CT06123456700.
PREV_TAXPAYER_ID	VARCHAR2(13)	13	16	28	Always blank
CARRIER_NAME	VARCHAR2(40)	40	29	68	This value will correspond to the carrier name entered by the user.
MAILING_STREET1	VARCHAR2(30)	30	69	98	This value will correspond to the first line of the business address entered by the user.
MAILING_STREET2	VARCHAR2(30)	30	99	128	This value will correspond to the second line of the address entered by the user.
MAILING_CITY	VARCHAR2(18)	18	129	146	This value will correspond to the city of the address entered by the user.
MAILING_STATE	CHAR(2)	2	147	148	This value will correspond to the state of the address entered by the user. This will be a valid U.S. state abbreviation.

Table A.10 Data Passed to RPC for IFTA Address Change Transactions (continued)

Name	Type	Length	Starting Position	Ending Position	Comments
MAILING_ZIP_CODE	VARCHAR2(9)	9	149	157	This value will correspond to the zip code of the address entered by the user. If the user provides both a zip code and zip-plus-four entry, this value will be nine digits. If the user does not supply the zip-plus-four entry, this value will be five digits padded with four spaces.
MAILING_COUNTRY	CHAR(2)	2	158	159	This value always will be U.S.
ADDRESS_SOURCE	CHAR(1)	1	160	160	CARRIER_IFTA_STATUS.ADDRESS_SOURCE
FILER_TYPE	CHAR(1)	1	161	161	CARRIER_IFTA_STATUS.FILER_TYPE
REGISTRATION_DATE	DATE	8	162	169	CARRIER_IFTA_STATUS.IFTA_REG_ISSUE_DATE (format = MMDDYYYY)
STATUS	CHAR(1)	1	170	170	CARRIER_IFTA_STATUS.IFTA_REG_STATUS (conversion required!!)
STATUS_DATE	DATE	8	171	178	CARRIER_IFTA_STATUS.IFTA_REG_STATUS_DATE (format = MMDDYYYY)
MAIL_FLAG	CHAR(1)	1	179	179	CARRIER_IFTA_STATUS.MAIL_FLAG
NUMBER_OF_DECALS	NUMBER(4)	4	180	183	CARRIER_IFTA_STATUS.NUMBER_OF_DECAL_SETS
LANGUAGE	CHAR(1)	1	184	184	CARRIER_IFTA_STATUS.LANGUAGE
DBA_NAME	VARCHAR2(40)	40	185	224	This value will correspond to the trade name entered by the user.
BUSINESS_STREET1	VARCHAR2(30)	30	225	254	This value will correspond to the first line of the address entered by the user.
BUSINESS_STREET2	VARCHAR2(30)	30	255	284	This value will correspond to the second line of the address entered by the user.
BUSINESS_CITY	VARCHAR2(18)	18	285	302	This value will correspond to the city of the address entered by the user.
BUSINESS_STATE	CHAR(2)	2	303	304	This value will correspond to the state of the address entered by the user. This will be a valid U.S. state abbreviation.

Table A.10   Data Passed to RPC for IFTA Address Change Transactions (continued)

Name	Type	Length	Starting Position	Ending Position	Comments
BUSINESS_ZIP_CODE	VARCHAR2(9)	9	305	313	This value will correspond to the zip code of the address entered by the user. If the user provides both a zip code and zip-plus-four entry, this value will be nine digits. If the user does not supply the zip-plus-four entry, this value will be five digits padded with four spaces.
BUSINESS_COUNTRY	CHAR(2)	2	314	315	This value always will be U.S.
USDOT_NUMBER	VARCHAR2(22)	22	316	337	Always blank
IRP_ACCOUNT_NUMBER	VARCHAR2(22)	22	338	359	Always blank
BULK_FUEL_INDICATOR	CHAR(1)	1	360	360	CARRIER_IFTA_STATUS.BULK_FUEL_INDICATOR
ENTITY_TYPE	CHAR(1)	1	361	361	CARRIER_IFTA_STATUS.ENTITY_TYPE
AGENCY_ID	VARCHAR2(16)	16	362	377	Always blank
ELECTRONIC_FILER_IND	CHAR(1)	1	378	378	Always blank
DISASTER_RELIEF_FLAG	CHAR(1)	1	379	379	Always blank
FILLER	CHAR(1)	1	380	380	Always blank
RECORD_TYPE	CHAR(1)	1	1	1	Always "T"
FILLER	CHAR(1)	1	2	2	Always blank
RECORDS_SUBMITTED	NUMBER(6)	6	3	8	Total number of data records – right justified, padded with zeros
FILLER	CHAR(1)	372	9	380	Always blank

■ A.9   Interface to Electronic Payment

For Release 1, the only available payment method is payment by check.

Cambridge Systematics is developing a web-based, "visual" interface for credit card processing where the user will be able to enter credit card information for payment of credentials fees. This will be a consistent interface to e-payment functionality for use by web-based credentialing systems, such as the IFTA$_{CS}$ web application. The RPC will not use this interface but will provide its own e-payment solution at some future time.

The following approach will apply in the event that credit cards are accepted for payment of IFTA$_{CS}$ credentials in the future.

A.9.1   Credit Card Processing

The visual credit card interface will consist of a single web page. State CVISN web-based credentialing systems wishing to collect payment via credit card will transfer control to this page passing an XML document containing the following information:

- Name of state agency – Possible values are "Department of Motor Vehicles," "Department of Revenue Services," and "Department of Transportation";

- Description of credential to be purchased;

- Name of current user and login sequence in the PORTAL$_{CS}$ database of users – These values will be provided to the credentialing system as part of the handoff from the Portal;

- Name of carrier for whom the credential is being purchased;

- Total amount due;

- Sales tax due – This amount should be included in the total amount due and usually will be zero;

- Invoice number, reference number or other value for this transaction in the backend system – The backend system will use this value to associate the result of the credit card operation with the original transaction; and

- URL to which the credit card result should be sent.

Prior to transferring control to the credit card interface, it will be the responsibility of the credentialing system to calculate all fees and present the user with a visual invoice. Printing of this invoice is the responsibility of the credentialing system.

The visual interface web page will include the name of the state agency, the credential description, the carrier name, and the amount due. It will prompt for the following information:

- Credit card type (VISA or MasterCard only) – Required;

- Credit card account number – Required;

- Street address (number and street name) and zip code of the credit card account holder – Required;

- CVV2 validation code on the credit card – Required;

- Credit card expiration date (must be greater than or equal to the current month and year)– Required; and

- Customer Code – Applicable to purchasing cards only.

The information supplied by the user will be combined with the total amount due, name of the current user, the reference number, and other values as necessary to create a valid credit card transaction. The current user name will be placed in the "comment1" field while the reference number will be placed in the "comment2" field.

Fixed values such as "user" and "pwd" will differ based on the agency that submits the transaction. These values are tied to the merchant account established by that agency. If an agency should determine that more than one merchant account is required for electronic credit card transactions processed by this page, then the user and pwd must be supplied by the credentialing system as part of the original data transmission.

The credit card transaction will be submitted to the VeriSign API. The State must supply the appropriate VeriSign software installed on the web application server as well as the connections necessary to reach the Global Payments network.

Following the call to the VeriSign API, the visual interface web page immediately will transfer control back to the credentialing system using the URL included in the original data transmission. All information included in the original data transmission will be returned to the credentialing system as well as the following items:

- Reference number – Provided by VeriSign;

- Result code – 0 indicates the transaction was approved, any other value indicates an error; and

- Result message – This string will include a message associated with the result code.

It will be the responsibility of the backend system to handle credit card transaction results, both successful and unsuccessful, based on business rules associated with the credential.

The visual interface also will allow the user to cancel the transaction without submitting credit card information. In this case, control will be transferred back to the credentialing system and the result code will equal -1 and the reference number will be blank. The credentialing system must handle this case as well.

All credit card transactions will be logged in the PORTAL_{CS} database. All data provided by the credentialing system or returned by VeriSign will be logged. Data entered by the user, including credit card number, will not be stored.

Delayed Capture

The State does intend to provide delayed capture functionality as a credit card payment option. The information necessary to provide this capability is available at this time. This

functionality will be included in an interim release tentatively targeted for late 2003 or early 2004.

The request to perform a delayed capture operation will be initiated by a credential web application based on agency business processes. The desire to perform this type of operation will be communicated to the visual interface as another parameter in the XML document.

When the delayed capture flag is set, the e-payment interface will perform an "authorize" transaction with the VeriSign API. All other operations by the e-payment system, including the result returned to the credential web application, will remain the same.

An additional non-visual interface will be provided to complete the capture operation. This non-visual interface will take an XML document that includes, at a minimum:

• Name of state agency – Possible values are "Department of Motor Vehicles," "Department of Revenue Services," and "Department of Transportation";

• Description of credential to be purchased;

• Name of current user in the PORTAL$_{CS}$ database of users – This value will be provided to the credentialing system as part of the handoff from the Portal;

• Name of carrier for whom the credential is being purchased;

• URL to which the capture result should be sent;

• The original reference number provided by VeriSign; and

• The final amount to be "captured" – This may or may not be the same as the amount originally authorized.

The delayed capture non-visual interface will send a capture operation to the VeriSign API using the values supplied. The result of the transaction will be returned to the credentialing system in a manner identical to the credit card interface described above.

Transaction logging for the delayed capture non-visual interface will be identical to the credit card interface described above.

A.9.2   Automated Clearing House (ACH)

The State does intend to provide ACH capability for use by agencies. Credit card fees generally are based on a percentage of the transaction value and therefore are not suited to high-dollar-value transactions. At the present time, the State has not selected an ACH vendor. Cambridge Systematics and the State mutually have agreed to defer this functionality until such time as a vendor has been selected and complete technical details are available for the ACH interface.

■   A.10   Error Handling

The IFTA_{CS} web application is equipped with a series of error handling mechanisms. These mechanisms include:

- Validation error messages;

- Error messages displayed to users; and

- Error logs.

Each of these error handling processes are described below.

Validation Error Messages

Data entry fields in IFTA_{CS} web application are validated for content and format. If a user's entry does not pass validation, a user is notified before his/her entries are processed. All validation error messages are presented at the top of the data entry screen in a red box following the phrase, "The following errors were encountered:". The error message identifies the data entry field(s) that must be corrected, as well as the proper content/format for the field. Users also are notified if they failed to enter a required field. Figure A.19 illustrates a potential validation error message on the Carrier Registration Page.

Figure A.19 Sample Validation Error Message
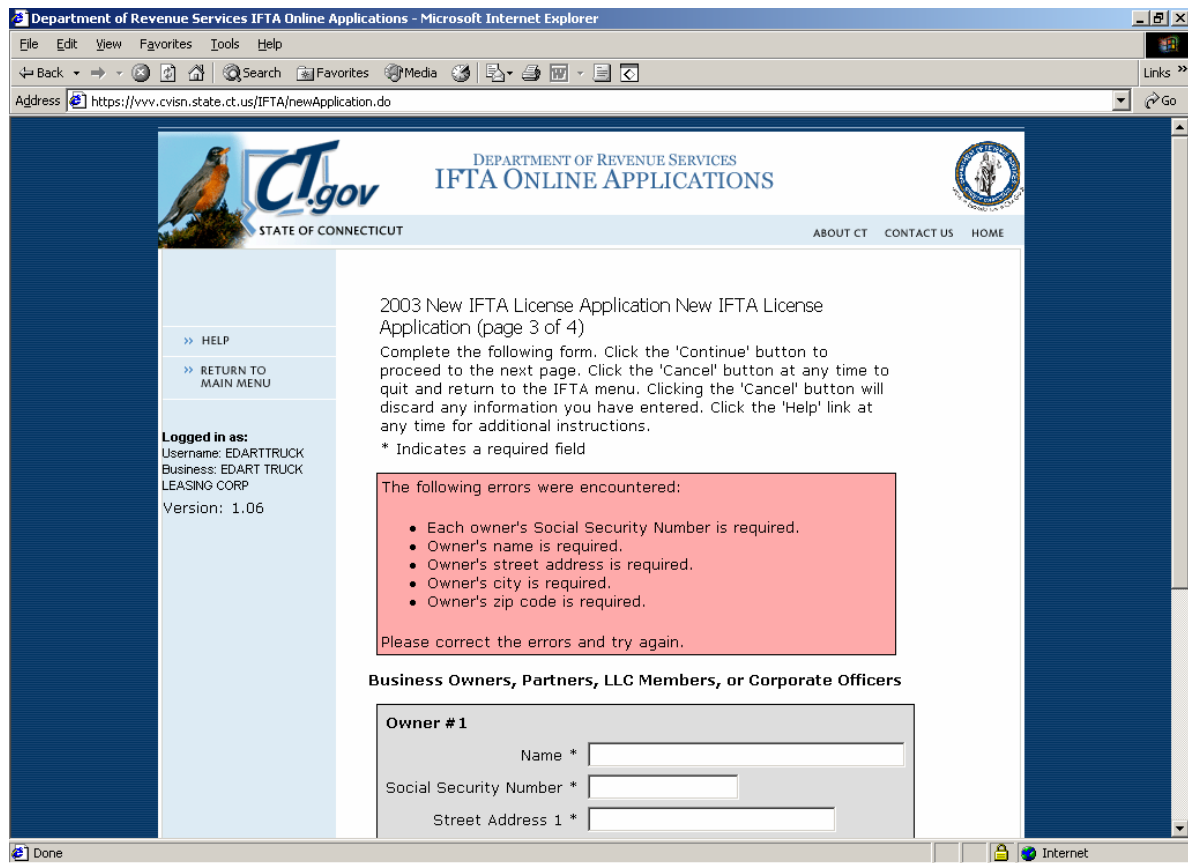
Error Messages Displayed to Users

PORTAL_{CS} also contains a series of error messages that are presented if a user attempts an "illegal" operation (i.e. create a new account with a username that already exists in the system) or if the application experiences an error. Table A.11 summarizes all of the possible errors encountered in PORTAL_{CS} and the corresponding error message that will be displayed.

Table A.11   IFTA_{CS} Web Application Error Messages

Error Type	Error Message Displayed
Unable to find a record in CVIEW_{CS} for the carrier based on the user provided search criteria	Carrier is not found. Please try again.
The carrier is found in CVIEW_{CS} but it is not active or no status record found	This carrier is not active in the system. Please select a different carrier.

Table A.11 IFTAcs Web Application Error Messages (continued)

Error Type	Error Message Displayed
The carrier has a profile in Portal but could not be found in CVIEWcs	Unable to verify s account information. Please contact the Connecticut Department of Revenue Services using the information on the 'Contact Us' page.
IFTA license was revoked	We're sorry. The FEIN or SSN you supplied cannot be processed through this system. Please submit form CT-IFTA-2 to the Connecticut Department of Revenue Services.
A carrier with an existing IFTA ID number attempts to apply for a new IFTA license	Carrier already has an IFTA ID. Cannot apply for new license.
	Carrier doesn't have an IFTA ID yet. Cannot renew or get additional decals.
A carrier without an IFTA license attempts to apply for an IFTA renewal or additional IFTA decals	Signature did not match FEIN or SSN. Please try again.
E-payment system configuration error	Failed to initialize configuration for payment services.
Credit card payment completely successfully	Your credit card payment is complete.
Credit card payment failed	Credit Card payment failed. Reason(s): <reasons>
	Address verification failed.
	Credit card validation code is invalid.

Error logs

The IFTAcs web application also produces two WebSphere logs that record errors in the operation of the application (i.e., a stale database connection). A system administrator can check these logs periodically to determine if the application is performing as planned. The error logs are contained in the files:

- cvisn_app_stderr.txt; and

- cvisn_app_stdout.txt.

These files are stored at e:\WebSphere\appserver\logs on the staging server in Connecticut. Cambridge Systematics does not have access to the State's production server but will request a copy of the error log files from DOIT, if necessary.